
How to Apply to College (Northwest High School):

COLLEGE BOARD (CEEB) HIGH SCHOOL CODE – 210589

This code is used on ACT and SAT registration forms as well as on financial aid forms and college applications.

SAT TEST CENTER CODE – 21-298

NWHS hosts the December, March and June SAT

- ❑ **Obtain college applications.** Most applications are available online. Some applications are on file in the College/Career Information Center.
- ❑ **SAT or ACT Registration.** If you plan to apply to any four-year colleges, you should take the ACT or SAT during the spring of your junior year or fall of your senior year. Most four-year colleges require either ACT or SAT scores as part of their application process. You should consult with your counselor to determine which test you should take and when you should take it. **It is highly recommended that you have your scores sent to colleges directly from College Board or ACT.** Please note that many colleges do not accept our ACT and SAT scores as official. Call the college admissions office to be sure before requesting scores from the registrar's office. Registration materials for all tests are available online or in the College/Career Information Center. If financial help is needed, see the College/Career Information Center staff for details. FEE WAIVERS are available for students who meet specified eligibility requirements. **BE SURE TO INCLUDE THE SCHOOL CODE ON ALL COLLEGE TESTING REGISTRATION FORMS. THE SCHOOL CODE FOR NORTHWEST HIGH SCHOOL IS 210-589.**
- ❑ **Be certain that you have either an ACT or SAT score on file in the registrar's office if you plan to apply to any four-year colleges.** Please be advised that most four-year colleges will require that you submit your test scores electronically from ACT or SAT (College Board). If test scores are available in the registrar's office, they could be used for scholarship applications.

STUDENT TO DO:

- ❑ Complete the **Self-Evaluation Form** and give it to your counselor; make copies for your teachers.
- ❑ Complete the **Northwest Secondary School Report Form** and the **Transcript Request Card**; give them to the Registrar.
- ❑ Mail your part of the application directly to the college.
- ❑ Talk to your counselor about your letter of recommendation.
- ❑ Request recommendations from teachers, if needed.
- ❑ Submit the materials to the registrar at least **15 school days** before the postmark due date.

SUBMIT TO THE REGISTRAR'S OFFICE BEFORE SCHOOL, DURING LUNCH OR AFTER SCHOOL:

- ❑ **Transcript Request Card**, signed by parent
- ❑ Transcript fee, if needed. There is no fee for unofficial transcripts. Refer to the Transcript Fee chart for official transcript fees.
- ❑ **Northwest Secondary School Report Form**. (This form replaces any counselor form your college may provide.) Complete Section 1.
- ❑ **9 x 12 envelope** addressed to the college, with postage **(\$1.32) OR 3 STAMPS** but **NO RETURN ADDRESS**. Put your name only in the upper left corner. You should submit one envelope for each college to which you are applying.

SUBMIT TO TEACHERS WHO ARE WRITING RECOMMENDATIONS FOR YOU:

- ❑ Student Self-Evaluation!
 - ❑ Recommendation form, if provided
 - ❑ Business envelope with one stamp addressed to the college.
- (Teacher recommendations should be mailed directly to the colleges by the teacher.)

THE TRANSCRIPT PACKAGE:

Your **TRANSCRIPT PACKAGE** must be sent from Northwest High School directly to the college admissions office. It includes: 1) your official transcript, 2) NW Secondary School Report Form; 3) Counselor Letter of Recommendation; and 4) Northwest High School Profile.

REGISTRAR'S OFFICE DEADLINES:

<u>College Deadline</u>	<u>Envelope to Registrar by:</u>
November 1	October 6
December 1	November 7
January 1	December 2
January 15	December 15
February 1	January 6
February 15	January 25
March 1	February 8

9 x 12 Envelope Sample

Your Name (NO Return Address)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Admissions Office Name of College/University Street Address City, State, Zip			

DETAILS:

- You need to know if your application has a **“postmarked”** or a **“received by”** deadline.
- You must **pay transcript fees** at the time of the request. The first 3 transcripts are FREE.
- Do not put your return address on anything the school is mailing.** Since the envelope will contain official transcripts, it must have the school's return address stamped on it.
- Request **teacher recommendations** directly from your teachers. Give them pre-addressed stamped business envelopes so they can mail the recommendations to your colleges. Give your teachers at least two weeks to meet the deadline.
- ON-LINE APPLICATIONS:** Provide the envelope for your transcript package to be sent. Students must MAIL DIRECTLY TO THE COLLEGE/UNIVERSITY the application fee, an essay (if required) and a signature page (if required).
- MID-YEAR TRANSCRIPT:** Submit a **business envelope with one stamp** for each college/university that requires a 1st semester transcript. (NO RETURN ADDRESS; no fee for this transcript)
- A FINAL TRANSCRIPT** must also be sent to the college/university that you finally decide to attend. It requires **another stamped business envelope to be turned in before graduation.** (NO RETURN ADDRESS; no fee for this transcript)
- NCAA CLEARINGHOUSE** also needs a transcript if you plan to play sports in college. No envelope is needed. After you have registered with NCAA on-line, please bring pages 1 and 2 of the NCAA Release Authorization to the Registrar.
- Important Phone Numbers:**

Counseling Office (301) 601-4642
 Registrar's Office: (301) 601-4623
 College/Career Information Center: (301) 601-4635
- Fees for Official Transcripts:**

1 – 3	FREE
4+	\$3.00 per official transcript