

## COLLEGE APPLICATIONS PROCEDURE SHEET

SCHOOL CODE/CEEB CODE 153745

### I. The Basics:

- A. Each college application has several different sections to it.
  - 1. There will always be a part for the student to complete.
  - 2. Many college applications will have a part for the counselor to complete. This section goes by different names. Some of the most popular titles are: Secondary School Report, Counselor Statement, Counselor Page, and High School Page.
  - 3. Some college applications also have a section for a teacher to complete.
- B. College applications can be completed online or with a paper form. **Most colleges prefer the online process.**
- C. All colleges will need to receive your high school transcript as part of the application process (e-transcript)
- D. ESSAYS are important. Allow time to write a good one and do not hesitate to ask for help. But remember; only you can write **your** story. (Purdue online Writing Lab: <http://owl.english.purdue.edu/>) (The College Application Essay-Handout)
- E. Neatness matters. Use ink and white-out!
- F. All SAT/ACT test scores must be sent to the colleges via Collegeboard and ACT respectively. Even though we put them on the transcript, they are not accepted in that format.
- G. **AP scores** will be placed on your transcript at **YOUR REQUEST**.
- H. Keep a dated record of your completed applications, along with a copy.
- I. If any statement must be notarized, Mrs. Zink, your lawyer, WLSC Business Office, the License Branch and most bank officers can provide the service.
- J. School Profile-on web.

**\*\*\*MAKE SURE YOU CAREFULLY READ THE INSTRUCTIONS FOR EACH APPLICATION YOU COMPLETE.**

### II. PAY ATTENTION TO THE DEADLINES YOUR COLLEGES USE.

- A. There are different types of application deadlines.
  - 1. **Rolling Admissions** = decisions are made about applicants as the applications are received and reviewed. It is sort of a "first come, first served" basis.
  - 2. **Regular Admissions** = there is a set deadline by which your application must be received in order to be considered for admission
  - 3. **Early Action (EA)**-submit application in early fall, college makes decision by early January.
  - 4. **Early Decision (ED)**-Considered binding. You make a commitment to attend and surrender the right to wait until May 1 to make a decision. Most often you cannot negotiate on financial aid or costs.

**\*\*\*PAY ATTENTION TO THE DEADLINES YOUR COLLEGES USE.**

#### B. Transcripts and Counselor forms/Secondary School Reports, etc.

- A. Electronic transcripts are preferred. Request by using e-transcript. The link is on the school website under guidance.
- B. Paper
  - 1. If you must have a paper application and/or paper copy of your transcript sent, there is a form (Transcript Request Form) that needs to be completed and submitted to the WL Registrar. You must also present \$1.00. to the Registrar with the form.
  - 2. The Diploma Name Sheet must be signed and on file with the registrar in order to release transcripts.
  - 3. If the college you are applying to used sendedu.org, they will request the transcript from guidance; you do not need to submit a request.

### C. Letters of Recommendation

- A. It is common courtesy to ask a reference for a letter of recommendation well in advance of the deadline. Teachers and counselors need to be notified at least 3 weeks before the deadline for a letter of recommendation.
- B. There is a form called the “Autobiographical Sketch” that should be completed and submitted to your counselor if a letter of recommendation is required from your counselor. You can also use this form to submit to teachers or other references. This form must be in your counselor’s hands before letters or applications can be processed.
- C. Make sure you read the instructions on the college application to see if letters of recommendation are required.  
If they do not ask for recommendation letters, don’t send them, they won’t be read. Put what you want them to know in your application or essay.
- D. If you need letters of recommendation, make sure you read the instructions for how the college wants you to send those letters.  
Sometimes the colleges have very specific instructions for how they want to receive a letter of recommendation.
- E. If there are not specific instructions, you can have the letters submitted a few ways.
  - 1. Provide the recommender with a stamped, addressed envelope for them to mail the letter directly to the school.
  - 2. Have the recommender return the letter to the Counseling Center to be mailed with your application materials.
  - 3. Have the recommender return the letter to you in a sealed envelope so that you can mail it to the college.
- F. May want to double check to make sure letters have been sent or given to guidance.
- G. Don’t make multiple copies of letters you receive from recommenders and use them at will. This is unethical.
- H. Write thank you notes to people who help you achieve your goals this year.

### V. THE COMMON APPLICATION

- A. This is a way to apply to many schools with just one application. Not all colleges use the Common Application so make sure you check to see if using this application fits your needs.
- B. You must submit the Common Application online.
- C. The Common Application has a section for the student, a section for the counselor, and a section for teachers. A WRITTEN LETTER OF RECOMMENDATION IS REQUIRED WITH THE COUNSELOR AND TEACHER PARTS OF THE COMMON APPLICATION. Be prepared to provide your counselor and teacher’s email addresses.
- D. Make sure you carefully read all instructions when using the Common Application. Tutorial at: <https://appsupport.commonapp.org/link/portal/33011/33013/Article/780/Training-Resources>

### VI. HOW TO SUBMIT COLLEGE APPLICATIONS NOT ON COMMON APPLICATION

- A. Electronic
  - 1. Apply online through the college website.
  - 2. If required, print out the counselor section of the application and bring it to guidance. You must get a blue “Secondary School Report Form” from the Counseling Center, complete it, attach the section from your application to the blue form, attach the \$1, give to Mrs. Zink. You need a different blue form **for each** college application.
  - 3. If you need a letter of recommendation from a teacher, you may either give the teachers stamped and addressed envelopes so they can mail them or have the teachers bring the letters to Guidance for mailing. Always refer to the college’s information to see if there are specific instructions for submitting letters of recommendation.
- B. Paper
  - 1. Get a paper copy of the application. You can get it directly from the college website.
  - 2. Complete your section of the application.
  - 3. Bring both the student and counselor sections of the application along with the application fee (if you have not already submitted the fee to the college) into the counseling center.
  - 4. Get a blue “Secondary School Report Form” attach the application and \$1, letters of recommendation if needed, and give to Mrs. Zink.