



A Closer Look at College Applications

The Application Process

Quick Application Tips

1. Determine what is required for each college, including application fee – all of this info can be found on their websites!
2. Create a list of tasks associated with each colleges' requirements.
3. Check deadlines for each college.
4. Make sure you allow for **extra time** to request forms, transcripts, letters of recommendations, and to write essays.
5. Assign a timeline to each task (begin and end date).
6. Check off each task as you complete it.
7. Keep copies of everything you submit and organize it in a folder

Types of Applications

Most college applications are accessible online. Look for the Admissions page or the Apply link on the college's website to begin your application. In most cases you will be able to start an online application one day and finish it at a later date. Just be sure you keep your username and password in a safe place! Some schools will list the requirements for their application, the portions you must send in and the other components that you can complete online. Stay organized to know what you must do and have already taken care of! Other schools will utilize the Common Application to be considered to admission. You should be certain to note which of the schools use the Common Application because this will allow you to complete ONE application and send it to several different schools.

Transcripts

Unofficial transcripts are available for you to download in the portfolio section of your Skyward/Student Access. Further directions are available on the Transcript Page of the Counseling Center web site.

- Common Application & Send Edu: your counselor will upload your transcript! However, you must add your counselor onto your application once you begin. There is no need to request a transcript for

Letters of Recommendations

If you need a letter from a counselor, please complete the answers on the letter of recommendation questionnaire. Be honest! The more you can provide the better letter we can write. If you need a letter from a teacher, ask them in advance. We require at least 2-3 weeks notice to write a letter. Don't forget to say thank you! If you are completing a Common Application counselors are required to write you a letter of recommendation, don't forget to turn in your questionnaire 2-3 weeks before your application is due!

Essays

Many college applications, including the Common Application, require students to submit personal statements or to answer specific essay prompts. It is important to take your time in drafting these essays and plan to revise and edit your responses over time – many of you may have the opportunity to work on them in your senior English courses. The purpose of the college essay is to provide you with an opportunity to convey information about yourself that cannot be obtained from the rest of your application or transcript. It is often a way for schools to get an idea about whether you would be a good fit for their college community.

EA, ED or RD??

EA = Early Action. A *non-binding* application where you will receive an early response.

There is no limit to the number of EA applications you can submit.

ED = Early Decision. A *binding* application where you will receive an early response.

You can only apply to one school via ED because if you are selected, you **MUST** attend.

RD = Regular Decision a *non-binding* application with a standard response in the spring.

Each of these are usually due in Nov or Dec