



The Application Process

Students are responsible for everything related to their applications: completion, submitting all required documents, meeting deadlines, and following up to ensure everything was received by each college/university

How Do I Apply?

SCHOOL-SPECIFIC APPLICATIONS: Most colleges and tech schools require (or at least strongly prefer) that you complete your applications online. These applications are available on each school's admission website. Most schools will allow you to return to your application at a later time. Even if you are not quite ready to hit "submit," start early and familiarize yourself with each school's requirements.

COMMON APPLICATION: The Common Application (Common App) is accepted by over 800 colleges. Visit <https://www.commonapp.org/> to see if your schools accept this application! If you are applying to two or more colleges that accept the Common App, we recommend this option to save you time. You complete the application form once and can submit it to multiple colleges/ universities. Create your online account and use the website to develop your college list, complete, and submit your applications.

1. What should I gather for my applications?
 - a. Prepare a list of all classes you've taken in high school with grades. You can pull this information from Skyward.
 - b. Create a resume of activities you've participated in, honors you've received, volunteer or paid work experience, etc. Anything that will give the reader the best picture of you as a student and person.
 - c. Know your deadlines and any application fees.
 - i. It is important that you are extremely mindful of application deadlines - early admissions, general admissions, scholarships, etc. Usually, missing the deadline by even one day can mean missing out on scholarship money, financial aid, or admission opportunities.
 - ii. Some schools are waiving application fees due to the pandemic. Be mindful of what you may owe. Fee waivers are based on family income and your counselor will let you know if you qualify.
 - iii. Take this info seriously, track it in a spreadsheet, and plan ahead!!!
 - iv. Know your Admissions Reps and reach out to them with school specific questions. That's their job and they LOVE to hear from you.
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2. I have completed my School-Specific Application... Now What? Review each college's website to determine what additional information/ forms are required to complete your application. Use the following as a guide.
 - a. Request your high school transcripts for non-Common Application schools. Every college will require an official copy of your DB transcripts before they

will review your application for admission. We need the student's permission to send every transcript.

- b. Request transcripts from Mr. Cambell. Please fill out a form for each school you are applying to.
 - i. *****Important Note:** When you submit a request, your transcripts are not automatically sent to your college/university. It must be processed and uploaded/mailed by either Ms. Nikolaisen or Ms. Provaznik (for all Common App. schools).
3. How does my school get my ACT/SAT test scores? Due to the pandemic, many schools have switched to test optional for admissions. If you still wish to send your **standardized test scores see the following:**
 - a. Your test scores are always reported on your official transcripts, but many schools only accept ACT/ SAT scores directly from the testing agency. When you register for the ACT/SAT, you may select up to four colleges to automatically receive your scores. You may also send them after the fact by logging into your ACT student www.actstudent.org or College Board www.collegeboard.com account. There is a fee associated with the second option.
 - b. **SAT Subject Tests.** Some highly selective colleges require these exams in addition to the ACT and or SAT. Familiarize yourself with each school's testing policy. Keep in mind that the ACT with writing can sometimes be used as a substitute for subject tests!
4. Request teacher recommendations (if required). If your application requires teacher recommendations, junior year teachers are great references, as they have worked with you recently, and for an entire year. Make sure to **ask core academic teachers**, unless you are pursuing a major or a program that require letters from a specific subject area (for example, ask an art teacher if you are applying to an art program or school of art and design).
 - a. Teachers receive numerous requests for recommendations each fall. Therefore, it is extremely important that you provide your teachers with **2-3 weeks notice** before your deadlines.
 - b. It is your responsibility to track the progress of these letters with your teachers! Most will appreciate reminders from you.
 - c. If there is a specific teacher recommendation form required by the college, make sure you give this to your teacher as well.
 - d. Provide your teacher with a copy of your resume so that they can refer to your accomplishments beyond the classroom..
5. Develop your essay (if required).
 - a. Follow the prompts provided by your school and avoid generic statements and repetition. Write about the uncomfortable and interesting things that make you stand out. The schools want to know what you'll contribute to their community and what hardships you have overcome in your life. Feel free to contact your English teacher or counselor to review what you've written.

6. My deadline falls during Thanksgiving/ Winter Break. What do I do?
 - a. If your deadline falls during/ immediately after a break, it is important that you request transcripts and recommendation letters at least two weeks prior to the start of the break. Again, this does not mean that you must have completed your application by this time. Instead, this allows us the time needed to prepare your materials and submit them before the break in order to meet your deadlines while keeping in mind holiday hours at the post office and your schools!
7. How do I get this all done while still enjoying my senior year??? Our best suggestion is to start early. We are here to help, so we will soon be sending a signup schedule for individual meetings. Plan ahead so that you know what materials are required to complete your applications. Develop a calendar of upcoming deadlines so that you keep them on your radar in the midst of schoolwork and extracurricular activities. We can help keep you organized - just ask!

Tips for using the Common Application

Visit www.commonapp.org and use the “Search for Colleges” feature to see if the schools on your list accept the Common Application. Some schools ONLY accept the Common Application. Other schools accept the Common App or their own application.

Create your own student account. You will be prompted to enter your email address and create a password. Make sure you enter an email that you check on a regular basis that is NOT your DB email. You may also want to consider creating a college-only email account to help you track your applications.

Common App Features

College Search - Use this tab to begin developing your college list. Search for your schools, then select “add” to create the list of schools to which you are applying.

Common App - Under this tab, you can access the Common Application itself. This is where you will answer questions about yourself (demographics, high school education, extracurricular activities) and write your Common App essay that goes to ALL schools.

Dashboard - This tab allows you to track your progress through each school’s application requirements. Use the grey arrow to view details about your progress with each school’s requirements.

My Colleges - Through this tab, you can see a snapshot of the school’s general deadlines and application requirements, such as application fees, testing policy, and letters of recommendation. Additionally, you can view school-specific essay prompts and questions. Finally, you will assign specific recommenders to each school. It is through this tab that you will actually submit your applications to each school.

Important notes:

Provide your DB counselor's contact information in the "Education" portion of the Common App.

Ms. Mindy Nikolaisen (314) 783-4415 mnikolaisen@bishopdubourg.org

Invite your counselor to your account in the "Assign Recommenders" section under the My Colleges tab. This will automatically generate an email to your college counselor through which she can upload a letter of recommendation and a copy of your transcripts. Please do this at least two weeks prior to your deadline to allow sufficient time.

Request teacher recommendations, if necessary. Some schools will require one or two teacher recommendations. You can view these requirements under the My Colleges tab. It is under this tab that you will also invite your teachers to your account by selecting "Assign Recommenders" under each college in your list. Be sure to also speak to your teacher in person and provide them with a resume. Do not simply request the letter through the automated email because a lot of time this goes to a junk/spam folder! Once your teachers receive emails inviting them to your account, you will be able to see when letters of recommendation have been uploaded on your behalf.

Tips for Completing Your Application

Read the Directions and follow them EXACTLY.

Know each school's standardized testing policy - many schools are test optional this year due to the pandemic.

Use an appropriate, personal e-mail address!!!!

PROOFREAD. Spelling and grammatical errors are UNACCEPTABLE!

Sign your application where required.

You should ALWAYS WAIVE YOUR RIGHT to see any recommendations written on your behalf. Colleges are much more receptive to recommendations they know you have not seen. After all, you are not going to request a recommendation from anyone who will not provide an accurate and positive letter, right?

If you have questions, review them with Ms. Provaznik or Ms. Nikolaisen. We are here to help you!!

Be aware of all deadlines. This is your responsibility!

If you have a question about a particular school, make contact with the college representative. The sole purpose of his/her job is to help you! Sometimes this communication may also be helpful when applying to highly selective schools.