

**Applicants Must Complete Each of the Following Steps:**

1. Complete your application for admission online.
2. Complete a transcript request form for EVERY application. Transcript request forms are available in the counseling office. **SUBMIT THE COMPLETED TRANSCRIPT REQUEST FORM TO YOUR COUNSELOR.**

**Application Contents:**

- Online application
- Essay or personal statement, *if needed*
- Supplemental information (resume, portfolio, etc.), *if needed*
- Counselor/Secondary School Report, *if needed*
- Teacher Recommendation, *if needed* \*\*\*No more than two teacher recommendations
- Mid-Year School Report Form, *if needed*

**Reminders:**

- Please allow up to 2 working weeks (10 school days) for application materials to be sent
- Be aware of priority deadline dates
- Know the difference between Early Decision (binding), Early Action and Rolling Admissions
- Inform your counselor when admissions are received (accepted, denied, wait listed or deferred).
- Contact your Counselor with any questions!