

WESTERVILLE SOUTH HIGH SCHOOL

THE COLLEGE APPLICATION PROCESS

(For information specifically about the Common App, see pink handout.)

Step 1—Complete the application

Applying online is quick and easy. Pay attention to deadlines. Some colleges require forms—such as secondary school reports, counselor reports, college prep forms, etc.—to be completed by your high school counselor. You will need to request the completion of these unique forms when you order your transcripts, so get your required materials ready.

Some colleges may require a teacher recommendation. If a teacher recommendation is required, ask your teacher at this time. Allow **10 days** for completion of recommendations. You should give your teacher a copy of your Senior Questionnaire to assist them in writing your recommendation. Your teacher may enter your recommendation directly into Family Connection/Naviance, which means it can be transmitted with your other application materials. Important information for Common App users: Your teacher cannot do your recommendation until you have completed the FERPA Disclaimer.

Step 2—Order your official transcript(s)

Use the blue Transcript Request Form on the back. Allow 5 days for simple transcripts. If you indicate on the paperwork that you have used the Common App, your counselor will know to complete the School Report for Counselors and transmit it electronically. There's no need to specifically request this.

If you are not using Common App, there may be additional paperwork that must be completed by your counselor. Attach it to your transcript request, and allow **10 days** for recommendations or completion of unique paperwork. Please return your yellow Senior Questionnaire if you haven't already done so. These forms are available in Guidance. If you want a copy for your teacher (see Step 1 above), just ask.

If you are applying through the Common App, please list your user name and password in the dotted box on the back of this sheet. This is for the purpose of matching your data.

Transcripts cost \$3 each. (This amount is subject to change.) Note that you have two choices:

- "We send." If you would like to have your transcripts sent/transmitted to the college, indicate this on the Transcript Request form by checking the box as indicated.
- "You pick up." If you would prefer to mail/deliver your transcripts yourself, check the box as indicated. You can pick them up from the Guidance desk. It's your responsibility to remember to pick up these materials. Keep all confidential materials in their sealed envelopes and mail them directly to the college or scholarship agency.

Step 3—Send your ACT/SAT scores to colleges, as needed

Your transcript may include the ACT (and/or SAT) scores that we have received. However, some colleges require that scores be received directly from the testing agency. When you registered to take the ACT (and/or SAT), you ideally had requested that your scores be forwarded to the colleges where you would be applying. If this has not been done, or if you are applying elsewhere, you can order additional score reports online at www.actstudent.org (or www.collegeboard.org). There is a fee for this service.

Colleges vary on this policy. Do not pay for additional score reports unless the college specifically requires official scores directly from the testing agency. This will be evident when you apply. It is your responsibility to know each college's policy.