TO APPLY TO AN IN-STATE UNIVERSITY

1.) **Application:** Go online directly to the University's web site:

www.arizona.edu

www.asu.edu

www.nau.edu

Fill out the online application. Submit with the application fee. **Use the Self-Report option** for classes and grades- it will save you money and your admission status will be sent sooner.

Honors College: If you are applying to an Honors program, be sure to check Honors College requirements and deadlines. ***You must apply and be admitted to the college BEFORE applying to the honors college.*** You will also need 2 letters of recommendations from **academic** teachers. Do not use your guidance counselor unless the application asks for one. You must give teachers at least a 2-3 week window to create your letter- so ask them early and give them time! (Teachers should not be expected to work on your letter over school breaks like October Break and Winter Break- please be considerate in your time frame.) ***Do not forget to send a thank you email or card to any teacher that takes their time to write your letter of recommendation!**

2.) **Transcript:** Go online to **Parchment.com** and order an official transcript to be sent to the school(s) you are applying to. If you are considering the Obama Scholarship, you are required to send your transcript by the application deadline.

3.) **Test Scores:** Go online to **CollegeBoard** for the SAT and/or **ACT.org** for the ACT to send your official test scores to the school(s) you are applying to if they need them. If you requested to have your scores sent at the time of the test, you do not need to do this again. Most schools are still not be using test scores for admission due to COVID- however, they may be using them to determine scholarships. If your score is good…submit it. If you are unsure, please verify with the colleges you are applying to and discuss their test submission policy. *When in doubt, ask the college admission rep!*

TO APPLY TO AN OUT-OF-STATE COLLEGE

1.) **Application:** For out of state schools you will apply using **COMMON APP.** Common App is like "one stop" shopping for many universities. You will fill out the applications for a variety of schools and everything will be sent electronically to the universities. ***For *step by step* directions on how to navigate Common App click HERE**

****If your out of state school is not included on Common App, please go directly to the Universitiy's website to apply and don't forget to send an official transcript via **Parchment.com**

2.) **Letters of Recommendations:** If you are going out of state, you will need at least *three* letters of recommendations: two teachers and your counselor. You must give teachers at least a 2-3 week window to create your letter- so ask them early and give them time! (Teachers should not be expected to work on your letter over school breaks like October Break and Winter Break- please be considerate in your time frame.) As your guidance counselor I will need you to fill out the **Letter of Rec. Info form** and submit it to your counselor via email or a printed hard copy ***before*** they can write your letter. **All letters of recommendation will be sent electronically, and you will not have access to them so please be sure to have your teacher's correct email when entering them in Common APP.**

*****Do not forget to send a thank you email or card to any teacher that takes their time to write your letter of recommendation!**

3.) **Test Scores:** Go online to **CollegeBoard** for the SAT and/or **ACT.org** for the ACT to send your official test scores to the school(s) you are applying to if they need them. If you have requested to have your scores sent at the time of the test, you do not need to do this again. Most schools will not be using test scores for admission due to COVID- however, they may be using them to determine scholarships. If your score is good…submit it. If you are unsure, please verify with the colleges you are applying to and discuss their test submission policy. *When in doubt, ask the college admission rep!*

ADDITONAL IMPORTANT INFORMATION:

1.) **Scholarships**: Ms. Chan (**BChan@susd.org**) in the college and career center is your "go to" person to discuss potential scholarships or other opportunities that may fit with your future goals and plans. Often scholarships require additional letters of recommendation- be prepared and plan accordingly.

2.) **FAFSA** – financial aid forms are available online beginning *October 1st* . Many colleges require submission of the FAFSA to qualify for aid or scholarships. The earlier you apply, the better. In addition, filling out the FAFSA is a little tedious and requires your parents' or guardian's tax information so be sure they have time to sit down with you and complete the paperwork.

For Additional Information about FAFSA click on the links below:

- Overview of Financial Aid Process Video
- How to Fill Out the FAFSA Video
- FAFSA "What to Expect"

3.) **Dual Enrollment Credits**: If you have taken dual enrollment course at Saguaro, you will want to send you official college transcript to the universities. Click **HERE** for SCC's website and transcript information.

4.) **End of the year Transcript**: Once you decide on the college you will be attending, you will need to log on to **Parchment.com** again in late May and select the "send when ready" transcript option so that your final official transcript will be sent to your college or university. SAGUARO DOES NOT DO THIS AUTOMATICALLY FOR YOU, so you have to be sure to do so. 😊