

# Application Quick Guide

1. **Deadlines:** Be aware of the various application deadlines.
2. **Email Address:** Before starting any applications, create or use an appropriate email address. Maybe even create an email account specifically for college applications.
3. **Fees:** College application fees vary - know the cost of each application - if you are eligible for an Application Fee Waiver, see your College Counselor
4. **Time:** Get started early and set aside designate time to work on applications
5. **Login Info:** Track and store your login ids and passwords in a secure location
6. **Application Forms:** When completing application forms, read the Directions and follow them EXACTLY. Proofread. Spelling and grammatical errors are UNACCEPTABLE! Decide whether you are applying through a school's website or through the Common Application.
7. **Transcripts:** Turn in a *Transcript Release Form*. If you are applying via a college's website, you must request your transcripts through Naviance. If you are using the Common App or another Application platform, invite your College Counselor via email.
8. **Test Scores:** Know the school's standardized testing policy. Do they require ACT vs. ACT with writing? Do they require SAT Subject tests? If so, do they ask for specific subjects? How many are required? Finally, request your standardized scores be sent to schools where you are applying.
9. **Recommendation Letters:** If a school requires recommendation letters, approach teachers or counselors with your request in a timely manner.
10. **College Essay:** Write and proofread any necessary essays
11. **Auditions & Portfolios:** If you are applying to an Art or Music school, understand the requirements for scheduling an audition or submitting a portfolio
12. **Final Transcript:** The school you plan on attending will need your final transcript. This information will be submitted on the Senior Survey in the Spring.
13. **Questions:** If you have questions, review them with your college counselor. We are here to help you!!