

East Stroudsburg High School—South
Senior Survival Kit:
The College Application



Compliments of the ESHS-South Guidance Staff
Updated 9/

Application Checklist

1. You will need the following in order to complete your application

- A copy of your transcript or the final report card of your Junior year
- Our CEEB Code: 391150
- Our county: Monroe
- Date(s) you took the SAT
- Date(s) of future SAT exams that you are registered to take
- E-mail address/phone extension for your counselor
 - o jay-kule@esasd.net Phone extension: 20435
 - o phillip-kerzner@esasd.net Phone extension: 20431
 - o alison-north@esasd.net Phone extension: 20432
 - o joseph-formica@esasd.net Phone extension: 20430
 - o carol-huffman@esasd.net Phone extension: 17831
 - o kate-krammes@esasd.net Phone extension: 17830
- Official School Name, Address, and Phone
East Stroudsburg High School South
279 North Courtland Street
East Stroudsburg, Pa. 18301
570-424-8471
- E-mail address for teachers
 - o You can access teacher email addresses using your school email account. Simply type the first and/or last name of a teacher and a list of choices will appear.

2. Additional information

- Your GPA is calculated using a 4.0 **weighted** scale (students can earn a GPA higher than 4.0)
- Class Rank is calculated using a 4.0 **weighted** scale.

College Applications...GO on-line

Complete the online application: All colleges and universities have their applications on the web. The application is not complete until you submit the non-refundable application fee. Fees range from **\$25.00 to 75.00** and higher. **Qualifying students can find their Application Fee Waivers in their collegeboard.org accounts.**

Submit your College Applications as soon as possible!

- a. Do NOT wait for SAT scores to be posted
- b. Do NOT wait for Letters of Recommendation
- c. Do NOT wait for Transcripts to be sent
- d. Click on Submit!

Save the username and password you used to create your account with each school. Most schools will communicate with you either using the e-mail address you provided **OR** using the account you created on their web site.

Submit your SAT/ACT scores directly from the testing agency.

- e. www.collegeboard.org = SAT
- f. www.actstudent.org = ACT

Submit your High School TRANSCRIPT

Step 1: Complete the [Parent Waiver-Transcript Release Form](#). This form requires a parent/guardian signature. You can complete online and sign using Adobe or Kami or print one out, sign and deliver to the guidance office. You only need to **complete this form once**.

Step 2: Complete the [Transcript Tracking Form](#) for **EACH** College application you submit. It must have a parent signature. This form needs the college/university Admissions Office mailing address.

Essay and Letters of Recommendation

The College Essay: Most selective colleges require you to submit an essay or personal statement. Selective colleges receive applications from many worthy students and the essay or personal statement you write could be the difference between being ACCEPTED or not. The Princeton Review offers excellent advice on writing this important work. Visit:
<http://www.princetonreview.com/college-advice/college-essay>

Request Letters of Recommendation (See page 6) from teachers, coaches, clergy, etc. As a rule of thumb, Public Colleges/Universities do not ask for Letters of Recommendation. Private Schools however, may ask for more than one.

Pennsylvania Public Universities

The Pennsylvania State System of Higher Education (PASSHE) schools.

PASSHE Member Schools – Includes two new regional Universities – One application

Pennsylvania Western University (Common Application)

California University

Clarion University

Edinboro University

Commonwealth University

Bloomsburg University

Lock Haven University

Mansfield University

Cheyney University

East Stroudsburg University, (Common Application)

Indiana University of Pennsylvania

Kutztown University, (Common Application)

Millersville University, (Common Application)

Shippensburg University, (Common Application)

Slippery Rock University

West Chester University, (Common Application)

The Common Application

Common Application Member Schools: There are over **1000** Common Application members in 50 states and the District of Columbia as well as international members. A complete list of participating schools is available at: **commonapp.org**

Transcripts

There are two types of Transcripts.

1. **Unofficial Transcript:** All transcripts released directly to the student or parent – either in person or mailed to the home. The school Seal is not affixed; there are no signatures of school officials placed on the transcript.
2. **Official Transcript:** All transcripts that are sent directly to a school or agency. The school seal is affixed, and the counselor's signature is placed on the transcript.

Requesting an Official Transcript(s) to be sent directly to a school or agency you must:

Complete the attached [Parent Waiver-Transcript Release Form](#)(goldenrod). You can complete online and sign using Adobe or Kami or print one out, sign and deliver to the guidance office. One

consent form will be adequate to release a transcript for all college applications and scholarship applications.

Complete a [TRANSCRIPT Tracking Form](#) for EACH college application submitted. DO NOT email your counselor requesting a transcript to be sent. All transcripts submitted to colleges will become part of your permanent record, therefore do not request transcripts via e-mail from your counselor. Please complete the Transcript Tracking Form

Additional things to consider

- ☐ Those students wishing to participate in collegiate sports (Division I/II), need to apply to the NCAA Clearinghouse. Apply on-line at: www.eligibilitycenter.org
- ☐ An end-of-year official transcript will be sent to the school you indicate on your Senior Survey that is completed in May.
- ☐ Scholarship information is available through the **Scholarship Newsletter** published by the ESHS-South Guidance Office, the college or university you are applying to or a company you or your parent(s) work for.

Types of College Admissions

TYPE OF ADMISSION	DEFINITION
Early Decision	If accepted, you must attend regardless of the financial package offered. You are making a commitment by asking for an Early Decision. You will be notified of your acceptance between November 1 st and the 15 th . If you are declined for Early Decision, your application will be submitted into the general application pool. You still have a chance to attend this college or university. If accepted, you will be asked to: ☐ Sign an agreement that you will be attending that college or university. ☐ Withdrawal all other applications
Early Action	These decisions are usually determined between mid November and early December. This is a non-binding acceptance that means you can decline the acceptance. You need to: ☐ Indicate on the application that you would like Early Action. The application will have a box/section to be completed.
Rolling Admissions	Applications are processed for admission as they are received. Therefore, the earlier you apply the better your chances of acceptance are. Generally, you will hear from the school within 4-6 weeks after you apply. Please note: the later you apply, the longer it will take for an acceptance letter.
Open Admissions	Students can apply continuously throughout the year.

Teacher Recommendation Request Form

Date: _____

Dear _____,

I am requesting that you write a college recommendation on my behalf. I am providing the following information that I hope will be helpful to you.

Student name: _____

- ☐ I have attached my unofficial transcript for your review
- ☐ I have attached my resume/summary of activities
- ☐ I have the following community service/activities outside of school

#1 Community service / Activity (circle one) name: _____

Length of time involved: _____

Description: _____

#2 Community service / Activity (circle one) name: _____

Length of time involved: _____

Description: _____

☐ I have the following employment experience

Company name: _____ Length of employment: _____

Company name: _____ Length of employment: _____

I have applied/will apply to the following colleges: (optional)

College: _____ Intended major: _____

College: _____ Intended major: _____

College: _____ Intended major: _____

College: _____ Intended major: _____