College Application Process

1. Compile your list of schools

   Add them to your SCOIR account under "My Colleges" by searching the college and clicking on "add college" beside the name.

2. Check deadlines (Both application and financial aid)

3. Go to each school's website and review their **application checklist, including their letter of recommendation guidelines and standardized test policy**. Some colleges are willing to take letters of recommendation and some are not. Some schools require SAT and/or ACT scores and others do not.

4. NCAA - If you are planning to participate in a Division level I or II sport in college, you need to register with the NCAA Eligibility Center. https://web3.ncaa.org/ecwr3/

5. Teacher recommendations

   - Speak with each teacher from whom you would like a letter. Be sure to give them at least 2-3 weeks notice.
   - Give your teacher the materials they need which may include the completed teacher recommendation request form, your transcript, and/or your resume.
   - Log into your SCOIR Student account to request the letters to be sent to your colleges by clicking on the "application documents" tab.
   - If you have a letter of recommendation from someone other than a teacher (ie: Coach, employer, clergy), you will need to request those letters through the Common App directly.

6. If you want to take or retake SATs/ACTs sign up for the September, October, November, or December test dates.

   If needed, release SAT and/or ACT scores to each of your colleges from the testing agency (www.sat.org or www.actstudent.org) They will NOT be on your transcript. It typically takes 2-3 weeks from when you request them for the scores to be received by the colleges.

   For schools that allow self-reported scores, please enter them on your application for that school.

7. Make an appointment to meet with Mr. Davis or Mrs. Loughran at least 2 weeks before your first application deadline.

    - **Please be sure you know your Common App Username and Password for the meeting,** as we will be logging on from our computers to review your applications.
    - During our meeting, we will discuss your letter of recommendation with you, help you request transcripts to be sent, will check over your applications and will answer any questions you may have.
    - Bring **2 copies of your resume** (one will be used to help write your recommendation; the other will be used by the scholarship committee).
    - Plan on meeting with us for a full period.