

## Application Process

- \_\_\_\_\_ 1. Research colleges, majors and admission criteria in the Guidance Office.
- \_\_\_\_\_ 2. Write or call colleges which are of interest to you. Ask for a view book and an application.
- \_\_\_\_\_ 3. Schedule an appointment with college admissions for an interview and a tour. (Not all colleges require interviews) Attend college open houses.
- \_\_\_\_\_ 4. Sign up for any tests, which are required by each college. This information can be found in view books and/or in our CHOICES computer files.
- \_\_\_\_\_ 5. Check the application and/or the college catalogues to insure that you are aware of all deadlines. i.e.: early notification, application, financial, housing, testing.
- \_\_\_\_\_ 6. Ask teachers for letters of recommendation well in advance. Ask them to bring the letters to the Guidance Secretary. She will make copies to keep in your file.
- \_\_\_\_\_ 7. Type your essay or print in ink. Have someone proof read your essay for content and grammar and typing errors.
- \_\_\_\_\_ 8. Type or print neatly (in ink) all responses on the application. Do not submit an application filled with crossouts, poor grammar or poor spelling. Very often, it is through the application, that you make your first impression on a college.
- \_\_\_\_\_ 9. Be sure that both you and your parents sign all areas where a signature is requested.
- \_\_\_\_\_ 10. Mrs. Tremaine and Mr. Proulx are notaries public, should your application need to be notarized.  
**Parents/Students requiring a notary seal must sign the application in person in the guidance office in the presence of a notary public.**
- \_\_\_\_\_ 11. Submit the completed application, which includes the application itself, the essay, application fee and any college financial aid forms (not federal forms) to the Berlin High School Guidance Office on or before **December 5, 2003**. Remember - THE EARLY BIRD GETS THE WORM. We will accept applications after that date, but they will be processed after the ones submitted on or before **December 5**. We cannot guarantee submission by due dates on applications brought in after December 5.
- \_\_\_\_\_ 12. You and your parents should attend Financial Aid night at the high school library on **December 11**.
- \_\_\_\_\_ 13. Bring acceptance letters to the Guidance Office for newspaper publication and for our records.
- \_\_\_\_\_ 14. By May 1, let colleges that have accepted you know of your intentions regarding attendance at their institution.