

Filling Out The Application

The college application should be typed or neatly printed. Do not cross out, write over, or use “white out”. Use a photocopy of your application as a rough draft. This application is your request for admission to an institution of higher learning. It should reflect your most conscientious effort.

Your completed application should be returned to the guidance office for review by your counselor. *Make sure to include a check, money order or fee waiver to cover the application cost (do not include cash).* At this time, the school recommendation, an official transcript, and other letters of recommendation will be attached and the entire packet will be forwarded to the college or university. A record of the date of submission will be entered in the guidance office file for future reference.

You must insure that requests for school and teacher recommendations are made well in advance of your application deadline. In addition, check your application for a “mid term report” form which should be given to the guidance office.

Check the application or college catalogue to insure that you are aware of all deadlines outlined by the college. These deadlines should be noted on your “College Application Checklist” form. Deadlines of importance are:

- a. Application
- b. Standardized Tests (SAT and Achievement).
- c. Financial Aid
- d. Housing

The College Application

DO:

1. Type or neatly print with a pen
2. Use a photocopy of the application as a rough draft.
3. Bring the completed application to your guidance counselor for review by or before December 5.
4. Check application deadlines of the schools to which you are applying for possible earlier dates.
5. Have parents review your application and sign where appropriate.
6. Proof read your essay and ask for a second opinion from a teacher, parent or your guidance counselor.
7. Include a check for the amount of application cost.
8. Request recommendations from teachers well in advance of application deadline.
9. Check the application and/or the college catalogue to insure that you are aware of all deadlines. i.e. application, financial aid, housing, testing.

10. Make a photocopy of your final application and of any financial aid forms that you send out this year.
11. Bring acceptance letters to the guidance office.
12. Let colleges know if you are or are not going to accept their offer of admission.

DO NOT:

1. Cross out, write over, or use "white out"
2. Use pencil
3. Send in the application yourself (It will not be complete without an official transcript and a letter of recommendation from your counselor.
4. Use cash for application fee. It will not be accepted.
5. Miss deadlines. (The early bird gets the worm)
6. Bring an application to the guidance office the day before it is due. (It takes us several days to process your application.)
7. Forget to let colleges know of your final decision.