

# College Application Process:

You are considered a complete applicant once a college/university has:

- 1.) Application and fee
- 2.) Transcript
- 3.) Recommendation letters (if required)
- 4.) ACT/SAT (depending on test-optional policy)

How do these pieces get to the schools?

- 1.) You submit your Common App or institutional app on-line.
- 2.) Your counselor submits your transcript through Naviance.
- 3.) Your counselor submits your teacher and counselor rec letters through Naviance.
- 4.) You submit your ACT/SAT through [www.act.org](http://www.act.org) or [www.collegeboard.org](http://www.collegeboard.org).

Teacher Recommendation Letters:

- Ask your teacher in person if they would like to write your recommendation letter. Then you need to request it through Naviance. This step is VERY important. Naviance helps the teachers know who made requests and what the deadlines are!
- Ask your teacher **at least two weeks** in advance of your deadline.

Transcript Release Form: must be signed and returned to counselor before transcripts can be sent to colleges! The forms are in the Counseling Department 😊

College Conference: you will have a conference to discuss your deadlines, teacher recommendation letters, resume', Common App, etc.....

Counseling Seminar: the counselors will continue discussing the college app process throughout the semester.

ED (Early Decision)- BINDING. If admitted, you must withdraw your other applications.

EA (Early Action)- Most popular way to apply! Apply early to increase your chances for admission and scholarships. This is non-binding.

**Deadlines are Real!**

**Typically, the earliest deadline for applying is November 1<sup>st</sup>.** Every college has their own deadline.

Some schools have an October 15<sup>th</sup> deadline (Florida, Georgia, South Carolina).