

College Application Procedures

1. Obtaining Applications

- A. Nearly all colleges allow for and encourage filing an application electronically by internet. Access these via the schools website. When you submit an online application **TELL YOUR COUNSELOR**
- B. Many applications are available in the Guidance Office – Illinois schools and Midwest schools that our students have traditionally attended generally send us some applications.
- C. Schools that are more distant and/or less often attended by our graduates will require that you write, call (toll free for many) or e-mail them to request an application.

2. Transcripts

- A. **All applications will require an official, six-semester high school transcript to be sent with your application.**
 - B. The procedure for this is as follows:
 - I. Get a TRANSCRIPT REQUEST FORM from the Guidance Office.
 - II. Complete the form and turn it in to Mrs. Larson. Fees are as follows: 1st transcript is free, all others are \$2.00.
 - III. Your transcript will be prepared and given to your counselor, who will include it with your completed application.
- N.B. Official transcripts cannot be given to a student or hand delivered to a college, they must be mailed directly from the high school.**

3. Completing Applications

- A. Complete ALL applicant sections of the application as neatly and completely as possible. (This is the college's first impression of you).
 - B. If **letters of recommendation** are required, ask those writing on your behalf **well in advance** of your targeted mailing date and provide the writer(s) information as to what exactly the letter is for, i.e. application, scholarship, honors program, etc.
 - C. **Ask the writer(s) to return letters of recommendation to your counselor.** (it is inappropriate to ask that they be returned to you).
 - D. Bring the completed application to your counselor with any attachments, inclusions that YOU were to provide, e.g. **application fee.**
- N.B. Remember to thank the people who have written recommendations for you**

4. Your Counselor will Complete the Process by:

- A. Checking the application for accuracy and completion.
- B. Completing the School Official/Counselor portion of the application.
- C. Enclosing letters of recommendation, transcript, school profile, as applicable.
- D. Mailing the application to the college/university.
- E. Recording the date of mailing, for whom and where sent.

5. Timelines, Deadlines, etc.

- A. **Don't push application deadlines – allow at least a week for snail-mail.**
- B. THE UNIVERSITY OF ILLINOIS AT U/C HAS A PRIORITY FILING DATE OF NOVEMBER 1ST
- C. **You should make every effort to have all of your applications completed and submitted by Dec. 1st, unless a specific deadline date that occurs later is publicized by the college/university.**

6. ACT/SAT Scores

- A. ACT and/or SAT scores are included on your official transcript and generally, colleges will accept these as official for making an admissions decision. For the school that you end up attending, however, it will be required that you submit scores **DIRECTLY** from the testing company, if you had not done so when registering for the test, to complete the admissions process.