

College Application Procedures

1. Applying

- A. Nearly all colleges now offer and encourage filing an application electronically. Access these via the schools' website. When you submit an online application, please **READ AND FOLLOW ALL DIRECTIONS CAREFULLY**. **Review the APPLICATION CHECKLIST** to make sure that you have completed all of the requirements and downloaded any necessary forms.
- B. Many schools allow (or require) the use of the COMMON APPLICATION. It can be accessed at www.commonapp.org. The Common Application has several forms to print for your counselor and teacher recommendations

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 send it to the college.

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.

*Beginning with Fall, 2011, U of I(U-C) **does not** require an official transcript at the time of application (students will self-report grades)

3. Completing Applications

- A. 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, and honors program, etc.
 - B. **Ask the writer(s) to return letters of recommendation to your counselor.** (it is inappropriate to ask that they be returned to you).
 - C. Bring your counselor any attachments, inclusions that YOU were to provide in a nonelectronic manner.
- N.B. Remember to thank the people who have written recommendations for you.**

4. Your Counselor will complete the Process by:

- A. Completing the School Official/Counselor portion of the application.
- B. Enclosing letters of recommendation, transcript, school profile, as applicable.
- C. Mailing the application to the college/university.
- D. 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 the mailing of transcripts, etc.**
- B. **You should make every effort to have all of your applications completed and submitted by Dec. 1st, unless a specific deadline date that occurs before or after is publicized by the college/university.**

6. ACT/SAT Scores

N.B. Beginning with the class of 2012, it is the student's responsibility to have ACT/SAT scores sent to colleges. Many colleges are no longer accepting these scores as official from high school transcripts. This may be done via the testing company's websites.