

## **PROCEDURES FOR SUBMITTING COLLEGE APPLICATIONS**

- I. Complete the application completely, legibly, and neatly.
- II. Bring the completed application to the counseling office with the following:
  - a) A check or money order to cover the application fee.
  - b) Correct postage – usually two or three stamps are necessary.
  - c) Any essay or personal statement that you are either required to submit or want to submit.
- III. Once the application and accompanying materials are received in the counseling office, the following will occur:
  - a) The application will be reviewed by the counselor to make sure it is complete, contains correct payment, and has the required postage.
  - b) Any required counselor recommendation form or letter will be completed and included with the application.
  - c) The application packet will be forwarded by the counselor to the secretary for completion of an academic transcript.
  - d) An academic transcript will be processed to be mailed with the application. It will include the following:
    1. Final grades for grades 9, 10, 11 and a listing of grade 12 courses being taken. Grade 12 grades in process will also be listed if available at time of application.
    2. Final rank and grade point average for grades 9, 10, and 11. Grade 12 rank and GPA will also be listed if available at the time of application.
    3. All scores for any SAT, ACT, or SAT II tests taken. Most colleges will also require an official score report from the testing company in addition to the transcript scores.
    4. The school seal and principal's signature stamp to make the document an official transcript.
  - e) The completed application packet, including transcript, will be mailed to the college along with a transcript receipt card.
  - f) The transcript receipt card will be completed by the college and returned to the high school to acknowledge receipt of the application and transcript.
  - g) The counseling office will maintain a filing system via three means to insure proper handling of all applications:
    1. A blue application processing envelope indicating student's name, school applied to, and received and forwarding dates.
    2. A secretary steno-pad file indicating similar information.
    3. A transcript receipt card file of all transcript acknowledgments.