

COLLEGE APPLICATIONS

OBTAINING APPLICATIONS

- 1. There is a filing cabinet located in the guidance office that contains applications**
- 2. Write to the school to request an application and catalog.**
- 3. Most colleges now have web sites. You may be able to request an application via the internet.**
- 4. Visit the school and stop by the admissions office to pick up an application. Most schools offer special orientation days in the fall for this purpose.**

TRANSCRIPT

A transcript is a copy of all of your high school grades (grades 9-11). A copy of your Transcripts will be mailed with each application. There is no cost for transcripts. If You complete an on-line application, make sure you tell Mrs. Brenner to send an Official high school transcript.

LETTERS OF RECOMMENDATION

- 1. Carefully read applications to determine if letters of recommendation are needed.**
- 2. Ask the teacher/principal/counselor etc. two weeks prior to application deadline.**
- 3. Some ideas of who to ask for recommendations: teachers, principals, counselors, club sponsors.**
- 4. Letters of recommendation are to be forwarded directly to Mrs. Brenner in the guidance office.**

MAILING APPLICATIONS

- 1. All applications should be mailed from the guidance office.**
- 2. Applications must be brought to the guidance office at least two weeks prior to the application deadline.**
- 3. All of the following must be brought to Mrs. Brenner at the same time:**
 - A. Completed application**
 - B. Check to the college for the application fee**

APPLYING ON THE INTERNET

- 1. Be sure to read all directions thoroughly.**
- 2. Notify Mrs. Brenner that you have applied on the internet. YOU MUST STILL REQUEST THAT YOUR TRANSCRIPT BE MAILED.**
- 3. Many schools will waive the application fee if you apply Online.**

Apply Early- Campus housing and financial aid may be awarded on a first come, first serve basis.