

A Closer Look at College Applications



The Application Process

Quick Application Tips

1. Determine what is required for each college, including application fee – all of this info can be found on their websites!
2. Create a list of tasks associated with each colleges' requirements.
3. Check deadlines for each college.
4. Make sure you allow for **extra time** to request forms, transcripts, letters of recommendations, and to write essays.
5. Assign a timeline to each task (begin and end date).
6. Check off each task as you complete it.
7. Keep copies of everything you submit and organize it in a folder

Types of Applications

Most college applications are accessible online. Look for the Admissions page or the Apply link on the college's website to begin your application.

In most cases you will be able to start an online application one day and finish it at a later date. Just be sure you keep your username and password in a safe place! Some schools will list the requirements for their application, the portions you must send in and the other components that you can complete online. Stay organized to know what you must do and have already taken care of! Other schools will utilize the Common Application to be considered to admission. You should be certain to note which of the schools use the Common Application because this will allow you to complete ONE application and send it to several different schools.

Transcripts

Complete the online transcript request form for current students. This form is available on the JHS counseling webpage. Read the form carefully for directions, 2-3 days advanced notice.

- Common Application, Coalition, & Send Edu: your counselor will upload your transcript! However, you must add your counselor onto your application once you begin. There is no need to request a transcript for these schools.
- Official Transcript: these are sealed in a JHS envelope. Do not open these transcripts. You must place the sealed JHS envelope in your own mailing envelope to send to the schools or scholarships of your choice. You can find their mailing addresses on their websites. Check your **school email** for pick-up info!
- Unofficial Transcript or PDF: These are electronic or hard copies of printed transcripts. Instructions for downloading unofficial transcripts can be found on the online Transcript Request Form on the JHS counseling webpage.

Letters of Recommendations

Every college requires an academic recommendation from your counselor, which your counselor will provide to colleges directly on your behalf. Most colleges also request a letter of recommendation from an adult who can speak to your academic performance and character. You will want to choose a teacher, mentor, coach, or counselor who knows you well and can speak directly to your unique strengths. Some colleges specifically request a counselor letter of recommendation (in addition to the academic recommendation). If you need a letter from a counselor, please complete the letter of recommendation questionnaire form on our website. Be honest! The more you can provide the better letter we can write. Counselors and teachers require at least 2-3 weeks notice to write a letter. Don't forget to say thank you!

Essays

Many college applications, including the Common Application, require students to submit personal statements or to answer specific essay prompts. It is important to take your time in drafting these essays and plan to revise and edit your responses over time – most of you will have the opportunity to work on them in your senior English courses. The purpose of the college essay is to provide you with an opportunity to convey information about yourself that cannot be obtained from the rest of your application or transcript. It is often a way for schools to get an idea about whether you would be a good fit for their college community.

EA, ED or RD??

EA = Early Action. A *non-binding* application where you will receive an early response.

There is no limit to the number of EA applications you can submit.

ED = Early Decision. A *binding* application where you will receive an early response.

You can only apply to one school via ED because if you are selected, you **MUST** attend.

RD = Regular Decision a *non-binding* application with a standard response in the spring.

Each of these are usually due in Nov or Dec