

COLLEGE APPLICATION PROCEDURES

The college application process can be overwhelming. Follow this easy guide to help eliminate some confusion. Your application should fall into one of these two categories:

APPLICATIONS REQUIRING A COUNSELOR RECOMMENDATION

- ✓ Request the application(s) from the college(s).

The Texas Common Application can be used at all Texas state (public) schools.

(On-line at www.applytexas.org)

MANY private colleges use a Universal Common Application.

(On-line at www.commonapp.org)

- ✓ Complete your part of the Student Profile Packet (included in your senior packet) and distribute the included Teacher Information sheets to teachers.

Teachers need **three** weeks' notice to fill out their part of the Teacher Information Sheets.

Remember - this is not the same as asking them to write you a letter of recommendation.

If you ask teachers to write a letter of recommendation, please give them a **stamped** envelope, addressed to the college. Ask them to mail their letter directly to the college by the application deadline. Have them include your full name and social security number on the recommendation. It is to your benefit to organize your recommendations in a "packet" to give to your teacher - rather than handing them out one at a time.

- ✓ Complete your parts of the Counselor Recommendation form sent by the college and give it to your counselor at least **two** weeks prior to the deadline.
- ✓ It is **your** responsibility to make sure your counselor has all the information needed to write your letter of recommendation.

IF THE COLLEGE REQUIRES ALL MATERIALS BE MAILED TOGETHER

- ✓ Take your completed application to the Registrar's Office.
- ✓ Fill out the Transcript Request form and allow three days for processing. The Registrar **will not OVERNIGHT** applications or transcripts.
- ✓ Check the "I have attached documentation" line. Indicate if counselor has recommendation forms in their office.
- ✓ Once the Counselor Recommendation goes to the Registrar, the transcript is added and all materials are mailed together.

IF YOU MAIL YOUR APPLICATION

- ✓ Request the transcript from the Registrar and check the "I have attached documentation" line.
- ✓ The Registrar will mail the Counselor Recommendation form, recommendation letter, and transcript separately from your application. The Registrar **will not OVERNIGHT** the transcript.

APPLICATIONS NOT REQUIRING A COUNSELOR RECOMMENDATION

- ✓ Complete the application and attach the application fee.

IF THE COLLEGE REQUIRES ALL MATERIALS TO BE MAILED TOGETHER

- ✓ Request the application(s) from the college(s) of your choice
- ✓ Take completed application to the Registrar's Office.
- ✓ Include any requested extras - essays, letters, etc.
- ✓ Fill out the Transcript Request form and allow three days for processing.
- ✓ The Registrar attaches the transcript and mails all materials together.

IF THE COLLEGE DOES NOT REQUIRE ALL MATERIALS TO BE SENT TOGETHER

- ✓ Fill out transcript request in the Registrar's Office and allow three days for processing.
- ✓ The Registrar mails the transcript. The registrar **will not** OVERNIGHT the transcript.

IF YOU WANT TO SEND YOUR APPLICATION ON-LINE

- ✓ Fill out your part of application on-line.
- ✓ Transmit to college(s)
- ✓ Fill out transcript request in Registrar's Office.

FOR COLLEGES THAT REQUIRE A MID-YEAR REPORT

- ✓ Fill out your part of the Mid-Year report
- ✓ Turn in the form to your counselor AFTER winter break with a stamped, addressed envelope.

Remember using the Common Application will streamline your application process.

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