

# SENIORS – COLLEGE APPLICATION PROCESS

## 1. Obtain an application

- Most colleges prefer on-line applications. Applications are on the college's website (often under Prospective Students or Admissions/Undergraduate Admissions).
- If you prefer paper applications, you may be able to download a copy from the website.
- Determine the **deadline** – colleges may have rolling admissions (apply as soon as possible) or use a priority deadline (equal consideration to all applications submitted by the deadline). Your college may offer an Early Decision option – this typically obligates the student to attend this college. So be sure to read the fine print.

## 2. Before you start:

- **Read the directions!!**
- Create an **application log** to keep track of your applications

## 3. Complete each section of the application. Applications usually include:

- Student information including: address, d.o.b., social security number (if available), citizenship status, and intended Major
- Listing of Senior Year Courses (note: changing your BNHS schedule after you have been accepted at a college can jeopardize your acceptance. You must notify the college before you change)
- Counselor section – Most online applications require you to print out this page and have your counselor complete and mail it. It may include GPA, class rank, and a counselor recommendation.
- Official Transcript –this must be mailed and is often part of the counselor section.
- Listing of extracurricular and community service activities (if required)
- Essay or personal statement (if required)
- Student signature – includes a statement attesting to the accuracy of the application
- Application fee – on-line application paid by credit/debit card or mail a check Many schools have a “fee waiver” process for low income families (see your counselor)

4. **Transcripts – request in the Guidance Office.** The first request is free; additional requests are \$2.00. The transcript is mailed directly from BNHS – often accompanied by the counselor section described above.

5. **ACT scores** - If you signed a permission form, your PSAE ACT score is included on your transcript. If you want to include additional ACT scores, you must check with Mrs. Yunk. Some schools require official” ACT scores; request scores at [www.act.org](http://www.act.org).

6. **You should verify that all materials have been received using your online account at the college (if provided) or by calling the admissions office.**

The *Common App* is an on-line application process that allows you to use a single application for over 315 schools (primarily private colleges). The *Common App* can be found at [www.commonapp.org](http://www.commonapp.org)  
See your counselor if you have questions.