

College Application Procedures

- Research application requirements for each college/university of your choice**

It is your responsibility to know the requirements for each school on your list. Applications are generally available at a college's web site. *Online applications are the preferred method of applying to colleges.* Be sure to read the directions for each application carefully as each school will have different application procedures. Please contact the college directly with any questions pertaining to the application process.
- Obtain official test scores**

Colleges will require *official* ACT/SAT test scores before an admissions decision can be rendered. **It is your responsibility to have your official test scores sent directly from the testing agency to the colleges.** Glenbard East cannot send your *official* scores. It may take up to 5 weeks for ACT or SAT to process these, so request your test scores from the testing company in a timely fashion. For ACT, go to www.act.org and for SAT, go to www.collegeboard.com.
- Write a personal statement, if necessary**

Not all colleges require a personal statement. If one is required, you may submit it online with the application. Be sure to have your statement proofread several times *before* you send it.
- Obtain recommendations, if necessary**

Please allow *three* weeks for a counselor or teacher to write your recommendation. Teacher recommendation forms and the Senior Questionnaire *must* be completed in order to obtain recommendations. Both can be found in Naviance Family Connection. Be sure to invite teachers in Naviance under the 'Colleges I'm Applying To' link.
- Complete a Transcript Request Form for EVERY application**

Transcript request forms are available in the Guidance Office and *must be* submitted in person. Be sure to sign and fill out completely. Transcript requests are processed on a first-come, first-serve basis in the order received. Most transcripts are sent electronically, but in some cases need to be sent via snail-mail. It takes time for a college to match your transcript materials with your application, so please be patient.

Many applications have deadlines. In order for your transcript to reach your college in time, you must turn in your transcript request form to the Guidance Office by the dates listed below:

November 1st deadline	- submit by Friday, October 17th
November 15th deadline	- submit by Friday, October 31st
December 1st deadline	- submit by Monday, November 17th
December 15th deadline	- submit by Monday, December 1st
January 1st deadline	- submit by Thursday, December 4th
January 15th deadline	- submit by Thursday, December 11th

Please note: Official transcripts are sent by the Registrar. Only unofficial transcripts can be released to individuals.

- There is a \$3.00 fee required for every transcript. All transcript fees will be billed to your PowerSchool Account.**

Please see your Guidance Counselor if college application fee waivers are needed. Keep in mind that not all colleges require transcripts to be sent at the time of application.
- If using a paper application, submit the completed application to the Guidance Secretary.**

A completed application *may* contain the following:

<input type="checkbox"/> Completed Paper Application (n/a for online)	<input type="checkbox"/> Application Fee Waiver, if needed
<input type="checkbox"/> Essay or Personal Statement	<input type="checkbox"/> Supplemental Information (resume, portfolio, etc.)
<input type="checkbox"/> Counselor/Secondary School Report	<input type="checkbox"/> Teacher Recommendations
<input type="checkbox"/> Mid-Year School Report	

Please note: It is in your best interest that all documents are sent at the same time so that they can easily be matched up at the college. It is your responsibility to follow-up with the college to check and make sure that all of your application materials have been received.

Remember:

- 1) Allow at least 10 school days for your application materials to be processed (3 weeks if recommendations are required).
- 2) Know the college/university application deadlines (including Priority filing deadlines).
- 3) Know the difference between **Early Decision (binding)**, **Early Action** and **Rolling Admissions**.
- 4) Notify your counselor when admissions decisions are received (accepted, denied, wait listed or deferred).

Remember your Guidance Counselor is here to help you at any time during the college process. Be sure to contact him/her with any questions.