

# **COLLEGE APPLICATIONS**

**IN ALL CASES, READ ALL DIRECTIONS  
THOROUGHLY FOR DETAILS AND  
DEADLINES.**

**You may apply to college either by paper application, or online. If you apply online, there are three different methods:**

- 1) You may apply directly to a college, using their website and their individual application.**
- 2) You may apply to several colleges at once, using the “Common Application”, which is used by many private colleges and most of the 4 yr. SUNYS.**
- 3) You may apply to several SUNYS using the “SUNY Common Application”. This is used only for SUNY colleges.**
- 4) Once you have applied, you must fill out a transcript request form in guidance. There are 3 different forms available – remember to ask for help.**

**Remember – your transcript and recommendations cannot be sent, until you turn in this form!!**

# **COLLEGE ESSAY**

- 1) Keep a copy of your college essay for review. You should be able to use one basic essay for many of your college applications, with just a few changes.**
- 2) Many colleges have a supplemental form attached to their application – especially colleges which use the “Common Application” or “SUNYapp”. They may require additional essays. Keep copies of all of your application materials.**

# SAT/SAT II/ACT's

**SAT – register at [www.collegeboard.com](http://www.collegeboard.com)**

**ACT – register at [www.actstudent.org](http://www.actstudent.org)**

**(Check the websites for dates/registration deadlines)**

- 1) Juniors should take at least one SAT and one ACT in April/May/June of 11<sup>th</sup> grade. Seniors may retake one or both of these in fall of senior year.**
- 2) Most colleges accept both and will automatically take the highest score. Some colleges will take these scores directly from the transcript, and others require you to send them directly from the test agency.**
- 3) SAT II's (subject tests) are required by some colleges. Check the college websites to find out what the requirements are for each of your colleges. Check with your counselor to determine the best time to take these tests.**

# **TEACHER RECOMMENDATIONS /** **ACTIVITY RESUME**

- 1) Create a resume with ALL of your activities from 9<sup>th</sup> grade up, including sports, clubs, and jobs – typed neatly and saved.**
- 2) Save your resume on your computer. You may be able to transfer it to your college applications in some cases.**
- 3) *For your teacher recommendations, ask early – no later than Oct. 1!***
- 4) When asking for a teacher recommendation, you must provide 1) a copy of your resume, and 2) a recommendation form (available in guidance). These recommendations are confidential and are turned directly into guidance. They are sent out to your colleges when you apply.**

# **APPLICATION TIMELINE**

**With all applications, the earlier you can apply, the better, but in no case should they be later than these deadlines below:**

**1) All SUNY college applications should be completed *NO LATER* than Nov. 15.**

**2) All other college applications should be completed *NO LATER* than Dec 15<sup>th</sup>.**

**\*\*\* If you are applying under any early admission programs (Early Decision, Early Action), you must make note of the earlier deadlines that must be met. Be sure to notify your counselor if you are doing this.**

# **TRANSCRIPT COPY**

- 1) Obtain a copy of your transcript from the guidance office, and keep it here for reference, as you fill out applications for colleges and scholarships.**
- 2) Make sure that all of your SAT/ACT/SAT II scores are on the transcript. If your scores are not on the official transcript, you will have to pay a fee to have those scores sent to colleges.**

# **FINANCIAL AID TIMELINE**

**File during the fall of the senior year,  
at [www.fafsa.gov](http://www.fafsa.gov)**

- 1) Attend Financial Aid Night in early fall, where all of the forms and filing instructions will be reviewed.**
- 2) File the FAFSA and TAP online as soon as possible during the fall – anytime after Oct. 1, and no later than Feb 1.**
- 3) Some colleges require additional forms, such as the “Profile” form. Check the college website for all required forms.**
- 4) Each college will send an “award letter” to accepted students, with a listing of all financial aid, including grants, scholarships and loans.**

# **SCHOLARSHIPS**

- 1) Look for scholarships online throughout the senior year. Some good sites are fastweb.com, collegeboard.com and collegescholarships.com**
- 2) DO NOT PAY ANY FEE TO USE A SITE OR APPLY TO A SCHOLARSHIP. These very often are scams.**
- 3) Check in the scholarship folders in guidance every few weeks to see if any new scholarships are in.**