

HOW TO APPLY TO COLLEGE: The Basic Process

CREATE AN ACCOUNT ON THE APPLICATION WEBSITE Visit the college's admissions page to find out which application to use. COMMON APP www.commonapp.org COALITION www.coalitionforcollegeaccess.org INSTITUTION SPECIFIC APPLICATIONS Some colleges only use their own application that is accessible on their admission website. Keep track of your login ID's & PW's.

COMPLETE & SUBMIT APPLICATION Prior to submitting **your** application do a final **review, checking** for completeness and accuracy. Making careless mistakes **can** negatively impact your application. Most applications require applicants to pay an application fee before they are able to submit. Have payment info accessible.

SEND OFFICIAL TEST SCORES Official test scores must be requested online from each testing website. **JHS DOES NOT SEND OFFICIAL TEST SCORES.** Go to www.sat.org to send SAT scores. Go to www.actstudent.org to send ACT scores. Sign in and click on 'Send Scores.' Submit your application before sending test scores. **NOTE: Some colleges will allow you to self-report your test scores on the application for admission purposes, but if you are accepted, you will be required to **send** an official score report. Check the admissions websites and verify all requirements for each school.*

SEND OFFICIAL TRANSCRIPTS OR COMPLETE THE SSAR

(**SELF-REPORTED STUDENT ACADEMIC RECORD**) *IMPORTANT NOTE!* IF YOU ARE USING THE COMMON APP YOU DO NOT NEED TO REQUEST A TRANSCRIPT (FOR SCHOOLS REQUESTING TRANSCRIPTS) BECAUSE YOUR COUNSELOR WILL SEND IT AUTOMATICALLY. BUT, IF **YOU** ARE SUBMITTING THE COMMON APP TO SCHOOLS THAT REQUIRE THE SSAR, YOU WILL HAVE TO SUBMIT THE SSAR. ONLY YOU HAVE ACCESS TO YOUR SSAR.

HOW TO REQUEST AN OFFICIAL TRANSCRIPT: If you are NOT submitting the **Common App** and you need to request a transcript, complete a Transcript Request Form (Included in MY COLLEGE FOLDER) and send to Mrs. MoDevitt lynn.modevitt@palmbeachschools.org **HOW TO COMPLETE THE SSAR -** www.selfreportedtranscript.com INSTRUCTIONS INCLUDED **IN** MY COLLEGE

FOLDER UF, FSU, FAU, FL POLY, FGCU require the SSAR, but new schools are opting for the SSAR on a regular basis. Check each admissions website for up to date info.

CREATE YOUR ADMISSIONS PORTAL After submitting your application you will receive a confirmation email with information on how to create your application portal on each college's website. DO NOT DELAY in setting up your portal because this is how you will track the status of your application, know which documents have been received and which ones are still lacking. Most importantly, you will find out if you were admitted or not on this portal! Remember, your application will not be reviewed until all required documents have been received.

CHECK EMAILS DAILY This is one of the most critical steps in the college application process. Email is the main way that colleges communicate with students. If you fail to check your emails it could cost you admission or a fabulous scholarship opportunity!

CHECK YOUR ADMISSIONS PORTAL ON EACH COLLEGE WEBSITE REGULARLY REMEMBER, it is your responsibility to verify that colleges have received all required documents. Allow at least a week for schools to update the info on your portal. It's a busy time of year!!