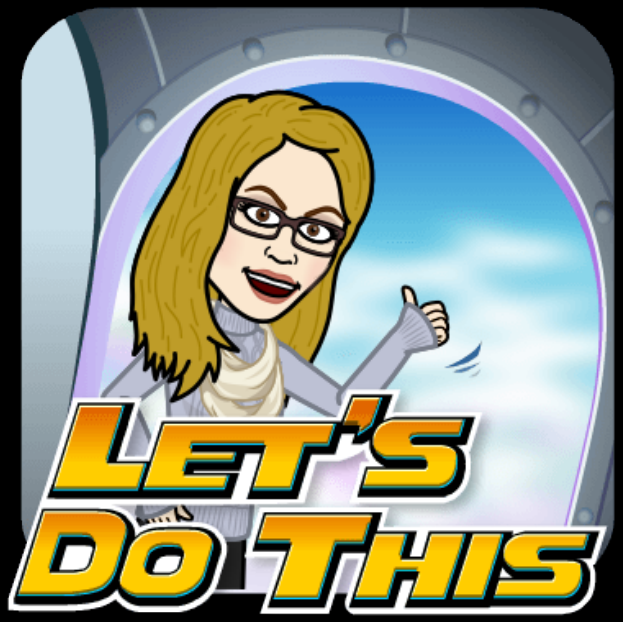
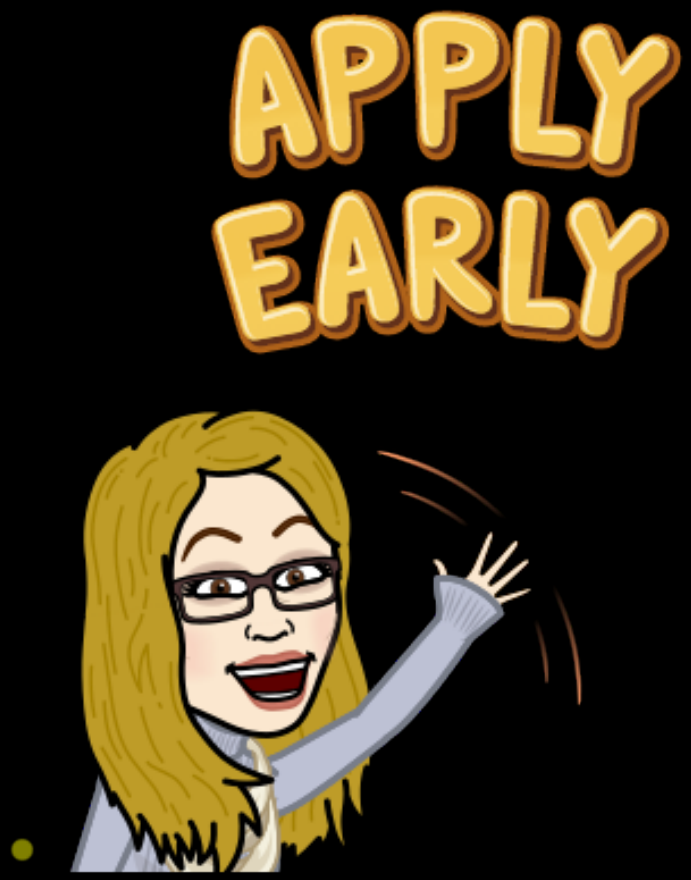
APPLYING TO COLLEGE

the basic steps



Note: This powerpoint provides an overview of the basic process and is not meant to replace the information on a college's admissions page. Make sure you are aware of each school's admission requirements by thoroughly reading the information on the admissions website.

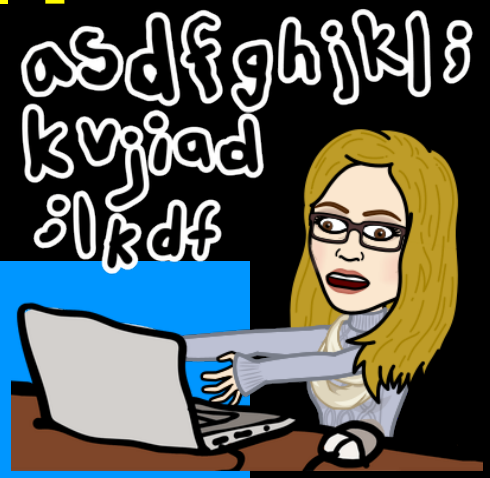
MOST IMPORTANT ADVICE ABOUT APPLYING TO COLLEGE



CREATE AN ACCOUNT ON THE APPLICATION WEBSITE

- Visit the college admissions page to find out which application they require.
- 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.
- SUBMIT BY THE DEADLINE !! If you wait until the the 11th hour the website could crash!!

SEND OFFICIAL TEST SCORES

- Official test scores must be requested online from each testing website. DO NOT DELAY BECAUSE SENDING SCORES CAN TAKE A FEW WEEKS TO PROCESS. DON'T WAIT UNTIL THE LAST MINUTE!!!!
- 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

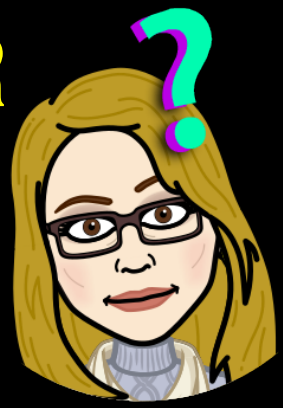
(SELF-REPORTED STUDENT ACADEMIC RECORD)

- ***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. COUNSELORS DO NOT HAVE ACCESS TO YOUR SSAR, ONLY YOU DO. FSU, UF, FGCU, UNF, FAU, FL POLY

***If you are NOT submitting the Common App and you need to request a transcript, please complete a Transcript Request Form (Included in MY COLLEGE FOLDER) and send to Mrs. McDevitt lynn.mcdevitt@palmbeachschools.org

HOW TO COMPLETE THE SSAR



student self-reported academic record

UF, FSU, FL Poly, FAU, FGCU, & UNF Require it !
And the list is growing year after year so check the admissions website to verify if your colleges require it!

- ★MANY COLLEGES REQUIRE THE SSAR BECAUSE IT ALLOWS THEM TO REVIEW AN APPLICATION IMMEDIATELY WITHOUT HAVING TO WAIT FOR AN OFFICIAL TRANSCRIPT FROM THE HIGH SCHOOL.
- ★BASICALLY THE SSAR IS A PLATFORM THAT ALLOWS STUDENTS TO ENTER THEIR COURSEWORK AND GRADES AND LINK THIS INFO TO THEIR APPLICATION.

LET'S GET STARTED

Go to:

- **www.selfreportedtranscript.com**
- **Have your credit summary or unofficial transcript on hand before entering coursework.**
- **Enter courses exactly as they appear on your transcript under the appropriate category.**
- **Enter any and all courses you have taken, are taking now, or plan to take, including FLVS, Dual Enrollment, and classes you plan to take 2nd semester senior year. MAKE SURE YOU ENTER 1 CREDIT DUAL ENROLLMENT COURSES TWICE (1ST & 2ND SEMESTER) EVEN THOUGH YOU ONLY TOOK THEM FOR 1 SEMESTER. (ENC1101, ENC1102, LIT1000, MAC1105, MAC1147, & other English and Math courses that are worth 1 credit) All other .5 credit Dual Enrollment courses should be entered only once.**
- **Click submit and receive your confirmation code. NOTE: When you SUBMIT you are NOT submitting to the college!!! You must link your SSAR to your application!**
- **LINK YOUR SSAR TO YOUR APPLICATION!!!!!! Some colleges require submitting the application before you can link. Go to the college admissions page for instructions on exactly how to link your SSAR. Directions differ from college to college.**

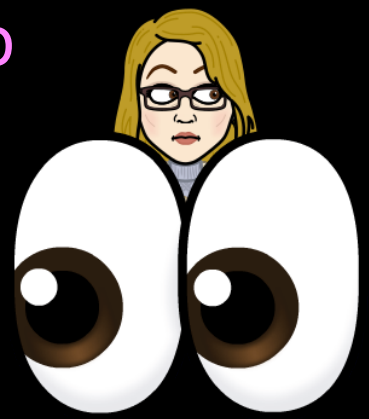
CREATE YOUR ADMISSIONS PORTAL

DONT
STOP NOW

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

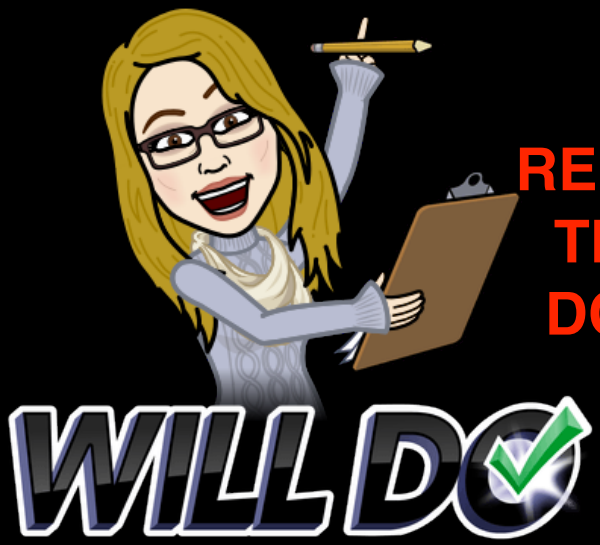
CHECK YOUR EMAIL DAILY

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!



JUST BECAUSE YOU SUBMITTED YOUR APPLICATION DOES NOT MEAN THE PROCESS IS OVER. SOMETIMES DOCUMENTS ARE NOT RECEIVED OR THERE MAY BE MISSING INFORMATION YOU ARE UNAWARE OF. CHECK YOUR EMAIL DAILY!!!!!

CHECK YOUR APPLICATION STATUS ON THE ADMISSIONS PORTAL ON EACH COLLEGE WEBSITE REGULARLY



REMEMBER, IT IS YOUR RESPONSIBILITY TO VERIFY THAT COLLEGES HAVE RECEIVED ALL REQUIRED DOCUMENTS!! JUST BECAUSE YOU SENT IT DOES NOT GUARANTEE THEY RECEIVED IT.

Allow at least 5-10 days for schools to update the info on your portal. It's a busy time of year!! AND…it takes time for all of the info to be processed. If you have a question about missing documents, you can email or call the admissions office, but allow sufficient time for processing before you do. TEST SCORES CAN TAKE AWHILE TO SEND!

Steps to applying to college summary:

- ☑ Create an account on the application website
- ☑ Complete and submit your application
- ☑ Send official test scores if required
- ☑ Send transcripts if required or Complete the SSAR
- ☑ Create your admissions portal on each college website
- ☑ Check your email daily
- ☑ Check your application status on the admissions portal on each college website regularly

AND REMEMBER...