

# College Applications 101: The Write Stuff

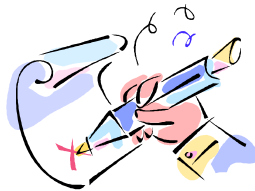


There are several **VERY IMPORTANT STEPS** to filling out your College Application.  
Below we have listed the most important. Make multiple copies of this  
worksheet to use for each application.

-----PLEASE READ CAREFULLY-----



Fill out a "REQUEST TO RELEASE TRANSCRIPT" form,  
signed by you and your parents- if we don't get it, we can't send it.



Get the APPLICATIONS YOU WANT  
ON-LINE!!!

OR

From Counseling

OR

From the College



Fill out the ENTIRE APPLICATION up to the part that says---  
Counselor or School  
(we do that part)

Fill out a Blue Slip-



This explains EVERYTHING you need to know about what we need to send in your College Apps.

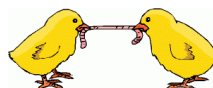
These slips are in the Counseling Office.

Do what the slip says, just what the slip says, nothing but what the slip says.



It takes 1 week to process your application--- get them in early,  
And watch deadlines. You must get them in on time.  
Hands delivered "transcripts" are not allowed  
they must be in a sealed envelope from us to an institution.

GET YOUR TRANSCRIPTS IN EARLY!



Sept. 1<sup>st</sup> is not too early

(please see other side for official instructions)



## PROCESSING A COLLEGE APPLICATION

- I. Complete a "Transcript Release" form and sign it. This must be returned to the Counseling Office before transcripts can be sent.
- II. Obtain the Application:
  - ON-Line (best choice)
  - From the College
  - From the Counseling Office
- III. Complete all parts of the application identified as student. Leave Counselor/Administrator/School parts blank.
- IV. Postage-**very important:**
  1. Address the envelope to the University as shown on the application.
  2. DO NOT put a return address on the envelope.
  3. Place the proper amount of postage on the envelope - regular envelope (no more than 3 sheets) will need 1 - 41 cent stamp, a large envelope (with 5-7 sheets) will need 2 or more stamps.It is better to have too much than a returned application.
- V. The following items must be clipped together and turned into the Counseling Office:
  - Completed Application
  - Addressed and Stamped Envelope
  - Transcript Fee (1<sup>st</sup> is free, all others \$2.00)
  - University Application Fee (as applicable)
  - Letters of Recommendation (only if requested by University)

No other material is needed, unless specifically identified by the specific College.

- Due to the high volume of applications, the Counseling Office requires one week to process all applications. You are responsible to monitor the due dates and comply to these.

### Other Information Regarding College Applications:

1. Letters of Recommendation- guidelines and cover sheets are available in Counseling. Do not send these unless requested by the school.
2. Teachers need a two-week notice for letters of recommendation. Teachers will return letters to the Counseling Office to be sent. Students may not view letters.
3. ACT/SAT scores may be sent to additional schools from on-line or a mailed request form, located in the Counseling Office. Ladywood school code is 232-355.
4. The earlier the application, the greater chance for success. Sept. 1<sup>st</sup> is not too early. All applications should be in by October 1<sup>st</sup>.
5. Colleges generally respond in 6-8 weeks (major University's may take longer) On-line applications can be as little as two weeks turn around. This is the preferred method.
6. College visits do not constitute an approved day off. Please schedule weekend visits.
7. All transcript documents must be mailed directly from the Counseling Office to be considered official.