

# COLLEGE APPLICATIONS

There are several ways to apply to college. You may do so through the Internet if the college has a web site that will allow it. If you choose to apply through the internet, **be sure to inform your counselor in order for your transcript to be forwarded to that college.** You are responsible for sending your test scores to your school(s). If you decide to apply the traditional way, please abide by the following procedures.

1. Visit the Counseling Center for an application. If one is not on file, you will need to write, call, or download one from the internet.
2. Complete and sign the college application. Type or print in black or blue ink. **Proof read.**
3. Ask your counselor and/or teacher to write a recommendation letter if one is required. Be sure to give him/her a copy of your resume and any other forms requested. The person writing the recommendation should be given at least one week to complete it.
4. Return the completed application, the application fee (check or money order including social security #), and 2 (two) 42-cent stamps to your counselor. These must be handed to your counselor only.

**DO NOT LEAVE ON DESK OR IN MAILBOX!**

5. Allow one week from the time you submit the application to the time it will be mailed. (Poor planning on your part does not constitute an emergency for your counselor.)
6. Contact the college within four to six weeks to check your application status.

No changes to your schedule should be made after applying to college.

< **APPLICATIONS NEEDED TO BE MAILED BEFORE THE  
THANKSGIVING BREAK ARE DUE TO THE COUNSELING OFFICE  
BY NOVEMBER 12, 2008.**

< **WE RECOMMEND THAT YOU APPLY TO REACH, TARGET, AND  
SAFETY SCHOOLS.**