



The Mechanics of Applying to College

Presented by:
BBP Counseling Center

A spiral-bound notebook with a light beige, textured cover and a dark brown border. The spiral binding is on the left side. The text is centered on the cover.

But First...

Senior Year

Perils of Senior Year

Make the Grade

Send a strong message to college that you are ready

Maintains study skills and keep the brain working

Good Senior Grades could override past performance

Remain Involved

Don't get overwhelmed with Senior Activities

Maintain your clubs and your involvement
...senior projects

Community Service

Perils of Senior Year... *continued*

Prioritize the Senior Activities in relationship to college admissions

Remember college search takes time

Stay Focused

Colleges want to see a strong senior year

Some will send warning letters after first semester grades

Some may rescind admission

Perils of Senior Year... *continued*

Enjoy the experience

- Seniors who resist senioritis will be able to balance fun and school work
- Time management will ensure a great prom and senior year activities
- Colleges look forward to welcoming a happy, well rounded, energetic student.

6 Steps to College Application... Mechanics

- Your SAT or ACT scores
 - (official score reports sent by you)
- Your high school transcript
- The formal application specific to that college.
 - The Common Application will make it all simple.
- Letters of recommendation
- The Essay
- Construct Activity Resume

College Application Process..... Mechanics

- Your *college entrance exam scores (SAT or ACT)* need to be mailed directly from the collegeboard.com to the colleges you choose to apply to. You can request for your scores to be mailed to certain college right on the test, or after you take the test on the web.
- Your *high school transcript needs to be mailed directly from your high school.* The Counseling Center will process that for you as soon as you complete the required form. Please to make sure that all information on your transcript is correct. They will be mail home for your review.
- You also need to *fill out the application for the specific college.*
 - Most colleges will let you complete their application online, but if not, you can mail the hard copy to the given school. *Your Counseling Center will do that for you.*
 - Many colleges accept the *Common Application*, which saves a lot of time because the same application can be used for multiple schools.

Steps in Completing the Common Application

- Counseling Center strongly encourages you to consider applying online. It's quick, easy, and secure. However, if you prefer to print a hardcopy, complete it by hand, submit your hardcopy to the Counseling Center.
- Note: Do not mix-and-match your application, supplement, and payment between online and paper submission. Either submit the application, supplement and payment (or fee waiver) online, or submit them all by mail.
- You can send the Common Application to your colleges electronically from the Common Application web site, <http://www.commonapp.org>
- It would be most convenient for you if you set up an account at the web site. This will enable you to save your application and go back in to make changes or complete it, plus you will have access to the colleges' supplements.

Steps in Completing the Common Application

- Read the directions carefully before you start, as the process varies from school to school. Some want all documents and payment sent at once, some will allow you to send them separately.
- Completing your application online also allows your counselor to proofread it/go over it with you before you send it. It is a very good idea to have a counselor proofread your application before you hit the send button!
- Please remember that there are additional forms that you must acquire to complete the Common Application. You need to go to School Forms, and invite both your counselor and teachers to write recommendations.

Steps in Completing the Common Application

- You will need their email addresses to do so. It is important that you ask a teacher first if they are willing to write you a recommendation before you e-vite. Once you have submitted an e-vite, please be sure to double check with counselor and teacher that they have received your e-vite.
- If you are submitting your application by mail, then you will need to download these forms from the CA Main Page. You will need to print out two Teacher Evaluation forms and give one to each teacher who is writing a recommendation for you. They will fill out only one copy and then you make photocopies to send to the number of schools you applying to.
- You will need to do the same process for your guidance counselor to complete the “Secondary School Report” form.

Common Application

- Again, your counselor will only need one copy and will make photocopies if additional copies are needed. Make sure the small section at the top of the page is complete where you must fill in your name, address, etc. Do not forget your signature! You will turn in the “Secondary School Report” form at least two weeks before the college deadline.
- You will also see a “Midyear Report” form in the “additional forms” area of the Common App. web site. You do not need to print that out. Midyear grades are automatically sent in February to all the schools you have applied to.
- Be aware that most colleges have an additional form that they want you to fill out called the “Supplement to the Common Application.”

Common Application

- The supplements for each school are available at the Common App. web site. or from the colleges' web sites. If you are applying online you will find the necessary links to complete the "Supplements" online.
- The Counseling Center HIGHLY recommends completing applications online. Note that deadlines for applications are strictly for the student's application and their application fee. Teacher recommendations, School Reports, maybe submitted prior to the student deadline.

Letter of Recommendations

- Your letter or letters of recommendation should be from your teachers and counselor.
- You want to request a letter of recommendation from someone who knows your academic abilities and a bit of your personal character, and who will be sure to write nice things about you.
- Please choose those teachers who know you best and will be able to write about relevant information about your thrust for learning, character and your role in his/her classroom.
- Be confident that the teacher will write positive recommendation.
- If you are asking a teacher to write a personal recommendation, one that does not require a form, have the teacher hand the application into the Counseling Center

The College Essay

The essay is an extremely important part of the application process because it is the only part of the application where a shade of your character emerges on the page.

- Don't leave your essay to the last minute.
- Look at the topic that the college wants you to write about and give it a lot of thought.
- Write the essay well in advance and have it proofread by your peers and certainly an English teacher.
- Don't slack on this part, it really could set you apart from other candidates.
- You must remember that people can look mundanely similar on a white 8 1/2" by 11" sheet. The essay can show your creative flair.

Essay Topics on the Common Application

Writing

Short Answer Please briefly elaborate on one of your extracurricular activities or work experiences in the space below or on an attached sheet (150 words or fewer).

Personal Essay

Please write an essay (250 words minimum) on a topic of your choice or on one of the options listed below, and attach it to your application before submission. **Please indicate your topic by checking the appropriate box.** This personal essay helps us become acquainted with you as a person and student, apart from courses, grades, test scores, and other objective data. It will also demonstrate your ability to organize your thoughts and express yourself.

Essay Topics on the Common Application

- Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and its impact on you.
- Discuss some issue of personal, local, national, or international concern and its importance to you.
- Indicate a person who has had a significant influence on you, and describe that influence.
- Describe a character in fiction, a historical figure, or a creative work (as in art, music, science, etc.) that has had an influence on you, and explain that influence.
- A range of academic interests, personal perspectives, and life experiences adds much to the educational mix. Given your personal background, describe an experience that illustrates what you would bring to the diversity in a college community, or an encounter that demonstrated the importance of diversity to you.
- Topic of your choice.

Activities And Experiences

Name _____ Graduation Year _____
Last First

College Major _____ Career Choice _____

School Activities

List all activities in which you have participated during high school. Include student and class governments, publications, music, plays, debates, forensic activities, clubs, sports, and special awards and activities.

Activity	Grade				Accomplishments
	9	10	11	12	

Leadership Positions

List all elected or appointed positions held in school, community, or work activities. Only those positions in which you were directly responsible for directing or motivating others should be included. For example: elected student body, class, or club officer; committee chairperson; team captain; newspaper editor; work area manager, or community leader.

Leadership Position Organization	Grade				Activity or
	9	10	11	12	

Community Involvement/Service Opportunities

List community activities in which you have participated and the major accomplishments in each. These should be any activities outside of school in which you participated for the betterment of your community. For example: church groups, clubs sponsored outside the school, Boy or Girl Scouts, volunteer groups, or community art endeavors.

USE THE SPACE UNDER THE APPROPRIATE GRADE TO ENTER THE NUMBER OF HOURS YOU'VE PERFORMED THE SERVICE.

Grade/HOURS

Community Involvement/Service 9 10 11 12 Major
Accomplishments

Work Experience

List below any job experience (baby sitting, yard work, stock clerk, cashier, etc.) that you have had at any time in your life.

Job

**Year(s)
19 to 19**

Employer

Academic Awards, Honors, and Special Interests

Award

Grade
9 10 11 12

Organization or Person
Granting the Award

Interests, talents, hobbies, and experiences not mentioned elsewhere on this sheet:

Interest	Grade				Major Accomplishments
	9	10	11	12	

Below the Activity Resume Add:

Below or on a separate sheet , please feel free to comment on the following:

1. Is your transcript a reasonably fair evaluation of your abilities? If not, explain.
2. Please add any information that does not appear elsewhere that would help to explain you, your interests, or your record.

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Not so hard

if....

You start early

The background of the slide is a spiral-bound notebook with a light-colored, textured cover and a dark brown border. The spiral binding is on the left side.

If you need help...

See your counselor or stop by the
Counseling Center

Thank you for listening and
Good Luck