

Applying for College

The Process

- ⇒ You must apply to a school in order for them to consider you as a student. Just because you are getting flyers or “offers” from colleges doesn’t mean they are automatically accepting you.
- ⇒ Fall (September, October, and November) is the best time to apply. Check with your school of interest. Many offer early admissions deadlines. Others have fairly open enrollment dates, so you aren’t necessarily doing it too late if you wait until December or January. Pay attention to the deadlines!

Steps to Applying

Find the homepage of the college of interest. Google it, or get the actual website from various resources in the Guidance Office.



Every school’s homepage is set up differently. Most have some type of link for “Interested Students,” “Future Students,” or “Prospective Students.” Most have listed the steps for applying to their school.



Complete the steps listed for applying to the school. Most require you set up a login when you apply. Be sure to write it down so you don’t forget it! Double-check your spelling and capitalization – this is a formal document, not a text to a friend. Online apps usually won’t allow you to proceed until you have answered every question. Some sites will allow you to save the application and return to it at a later date (but within so many days or else it will delete it). Be sure you are giving an email address that you actually check!



Once you have completed the application, you will be asked to submit your fee payment. Most give an option to pay online or mail with a check. If you qualify for free/reduced lunch and need a fee waiver, ask Ms. Johnson about this.



Go to Naviance to request your transcript be sent (and fee/waiver letter if needed). Unless you do this, Ms. Johnson is not aware when you apply online! Test scores are on your transcript, but some schools will want to also see those directly from ACT/SAT (so add the college when you register for the test).



Once everything has been submitted, it will take at least a few weeks to process. The amount of time depends on the school and time of year. Be patient! Check your emails or online account! Schools notify in different ways – mailed letter and/or email.