

THE COLLEGE APPLICATION PROCESS

Thoughts Before You Submit

Reminders:

Proofread
Double Check Details

Paper
Online

The College Application Process: Thoughts Before You Submit

Your college application is used by admission counselors to get a sense of who you are both as a student and a person. This in turn leads to a decision about whether or not to accept your application to the college they represent.

So...please read this section carefully as it contains important reminders that just might help you submit an application without mistakes and therefore, a worthy reflection of you in the admission process.

Before You Begin: Get Organized:

- **Ask Yourself: What do you look like online?**

Search your name, review your Facebook account (and any other Social Networking sites) to get a sense of what someone would learn about you. Consider your online impression - if you find something questionable, take it off!

- **Know the Deadlines**

Don't submit an application after the deadline – unless you've been given permission by the admission office. Stay organized and make sure that you work ahead of deadlines. Don't procrastinate.

- **Specific Deadlines:**

- College Applications – Early Application Deadlines if applicable.
- College Financial Aid Forms
- Federal Financial Aid Forms
- Scholarships
- Plan to Use Your SIPREP E-mail Account!
 1. One account for all of your applications.
 2. Easy to remember and easily accessed.

- **Read the Instructions Carefully:**

You'll need information such as your social security number, school address, and counselor name. This document represents you to the college admission office – it is deserving of your attention.

- **Review Your Transcript:**

Make sure that your personal (name, address, social security number) and academic information is correct. Seniors will receive an unofficial copy during a meeting period in September.

Completing Applications

- **Check the Correct Box:**

If applying for Regular Admission, Early Action, Early Decision, make it known!

- **Copy Your Personal Information Carefully:**

Incorrect information on your application (social security number, address, phone number) can create unnecessary delays as admission offices work to ensure that all parts of your application are filed together (paper or online) and marked 'complete' for admission review.

- **Spell Out Your Activities:**

Avoid acronyms! You might know that CSF is the California Scholarship Federation, but that doesn't mean that an admission counselor at a private college in New York State will know.

Essay Advice:

- **Review your application carefully before choosing an essay topic.**

What would the reader learn about you after reading your application? Look at your transcript. Address trends or disruptions in your grades. For example: low grade(s) should be put in the proper context. What did you do about a class where you struggled? Did you ask for help? Remediate the course?

- **Follow the Word Limit**

If the instructions tell you to write a 500 word essay, write one. Your ability to follow directions AND get your point across effectively will be noticed.

- **Send the Correct Essay**

Your essay should address the topic noted on the application. If you are recycling an essay make sure that you don't mention the wrong college name!

- **Proofread and Spell Check!**

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Additional Information:

- **Recommendations (counselor and teachers):**

Speak to your counselor and teachers both in person and by email and add the college to your list on Family Connection. Follow the instructions in the 'Nuts and Bolts' section of this guide. If you add colleges after your initial request, don't forget to inform your counselor and teachers ASAP.

- **Transcripts:**

Make sure that you send transcripts to each college on your list.

Exception: UC/CSU systems do not accept transcripts so don't send them unless you are asked to after submitting your application.

- **Send Test Scores:** Students must submit their own test scores to every college.

- o **SAT** (The SAT & SAT Subject Tests) www.collegeboard.com

- o **ACT** www.actstudent.org to send scores to each college.

Double Check the Details:

- **Proofread:**

The college application is thought to be the first hurdle toward a positive reaction from admission offices so it should receive more of your attention than just a quick glance before sending.

- o **Common Mistakes:**

- o Misspelling the intended major

- o Grammatical errors

- o Sloppy handwriting

- o Incomplete sentences

- Ask someone else to proofread your application before sending (parent or counselor).

Paper Applications:

- **Don't forget to sign** and date the back page of your application.

- If requested, make sure your parents sign it.

- **Don't stuff your application into a small envelope for mailing.** Mail your application package in a legal size envelope.

- **Do not eat or drink around your application.** Stains and sticky pages are not acceptable.

- **Use a pen,** not a pencil when filling out an application.

Online Applications:

- **Be Careful with Drop Down Boxes:**

Make sure the information you enter is correct. It is very easy to provide misinformation if you aren't careful. A college admission representative commented recently on the number of students who accidentally indicated that they are from another country (not the US) which is usually first on the drop down menu.

- **Request the Additional Requirements: Recommendations, Transcript and Test Scores**

It's worth mentioning a second time. Applying online is so easy that you might forget to request the additional information required to complete your application.