

# College Application Procedures

*The student is responsible for meeting deadlines and completing all necessary paperwork.*

1. Secure and complete the application using either a paper version or online version. If using an online application, be sure to download all pages, including a counselor page (if required). If you applied online, an official transcript **MUST** be sent by your counselor. Be sure to see the Senior Guidance Counselor to make this request.
2. Bring application, letters of recommendation (if required), application fee, counselor page (if required), and an envelope addressed to the college admissions office.
3. The Senior Guidance Counselor will complete the guidance counselor and school parts of the application and attach an official transcript. The counselor will seal the application and transcript and mail.
4. Please make certain to meet all application deadlines. It is suggested that applications be submitted by Thanksgiving break. However, look for deadlines for special admissions and scholarships that might be earlier in September or October.