APPLYING TO COLLEGE

A complete application generally consists of several documents – the application and application fee, transcripts, and test scores. <u>All</u> must be received by the colleges before they can make an admission decision.
READ DIRECTIONS CAREFULLY – every school does things just a little differently!

1. The Application/Application Fee

To begin an application, go to the college website admission page to learn what is required to apply, read the instructions and to access the application link.

The applications may all be formatted differently, but generally ask for similar information, including personal information, what classes you are taking your senior year, all school, community and volunteer activities, self-reported SAT/ACT test scores and, sometimes, an essay. ***Read the directions carefully!*** Review your application before you submit it. Check for spelling and grammar errors.

Students must also pay an application fee (usually around $40 per application). The application is not complete until this fee has been paid. Once an application has been submitted, the college will send an email with information on how to check your application status and submit any additional required materials. **It is important that you check your status to be sure all materials have been received.**

Using the Common Application- the Common App allows students to apply to their member colleges. It is critical that students who are using the Common App read the application instructions on each college website <u>in addition</u> to completing the Common App. There may be additional information needed besides just the Common App – like self-reported grades, supplemental essays, etc. The Common App has a guide for first year students that can answer many of your questions - https://www.commonapp.org/apply/first-year-students

2. Courses & Grades --Transcripts

Colleges need your high school academic record, referred to as your transcript. Some colleges ask you to send your official high school transcript and others ask you to "self-report" the information on a specific form.

To send your official transcript:
- **Transcripts are ordered online**. Go to the MHS website, click on the "Academics" tab, and click "Registrar;" the link is on the right side of the page. See the MHS Registrar's office if you have any questions (2nd floor by Guidance).

To "self-report":
- The college/university will provide details on how to complete the form (sometimes referred to as the SSAR), including the deadline, as part of their application instructions. It is helpful to refer to your FOCUS account or get a copy of your transcript so that you enter the information accurately. If you have questions, contact the college/university.

3. Test Scores

If required, students must have official score reports from SAT/ACT/CLT sent to each college to which they are applying. Some colleges allow students to self-report their SAT/ACT/CLT scores. Again, read the instructions on the college/university website. To send your scores, log on to your SAT, ACT or CLT account and follow the links to send scores. When you register to take the SAT/ACT tests, you can have your scores sent directly to the colleges by including that information on the test registration form.