

# APPLYING TO COLLEGE

A complete application generally consists of several documents – the application and application fee, transcripts, and test scores. All 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**

Most colleges and universities require applications to be submitted online. To begin an application, go to the college website admission page to learn what is required, read the instructions and to access the application.

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 provide information on how to check your application status. **It is important that you check your status to be sure all materials have been received.**

## **2. 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:

- Go to the MHS website, click on the “Academics” tab, and click “Registrar”; link is on the right side of the page
- Follow the instructions to pay the fee and input the name/address of the college(s). If ordering multiple transcripts, place all on one order to avoid multiple processing charges
- See the Registrar’s office if you have any questions (2<sup>nd</sup> 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.

### **Volunteer Service Hours**

Volunteer service hours are included on your transcript. Check to ensure your hours have been recorded.

### **FERPA**

Due to the Family Education and Privacy Act, once a student is 18 years of age, a transcript, graduation diploma, and all information can only be obtained by the student. A student must provide a written release for the parent to pick up a diploma, transcript or any other information pertaining to the student.

## **3. Test Scores**

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