

COLLEGE APPLICATION PROCESS

SENIORS

Forms/Info: http://bboed.org/Curricul/guidance/College_Info.html

Required information for **ALL** applications:

School CEEB/School Code Number: 310060

The student is responsible for the following:

1. Completing the application- If applying online, notify me immediately so I may send transcripts and letters of recommendation to the colleges.
* If *Common Application* is used, link must be emailed to the guidance counselor and the teacher.
2. Personal essay and/or requested writing sample -your full name should be on the top; **PROOFREAD & EDIT WITH ENGLISH TEACHER BEFORE SENDING**
3. Activity List- include activities, employment, and volunteer work
4. DEADLINE DATES – you must check for each school
5. Recommendation Letters- get forms to the appropriate people (completed activities list and/or teacher recommendation form)
TEACHERS & COUNSELORS MUST BE GIVEN 3 TO 4 WEEKS NOTICE TO WRITE A RECOMMENDATION LETTER.
6. Mailing Process- Provide **STAMPS & ENVELOPES** to the guidance counselor and the teachers writing recommendations.
7. Application Fees- pay online by credit card or provide a check or money order
8. SAT SCORES- **MUST BE PROVIDED TO THE COLLEGES BY THE STUDENT (www.collegeboard.org)**

* Hand all materials to the guidance counselor in person (NEVER leave papers in the mailbox)

* Financial Aid- www.fafsa.ed.gov You and your parent must apply for a PIN # in December. Once your parent's 2011 income taxes are filed; you may complete the FAFSA application online. **Further information will follow in December.**

9/2011