

The College Application Process

Arrowhead High School CEB Code 500 853

You have decided where to apply....now what?

Students are encouraged to submit applications early to avoid missing deadlines or encountering colleges that are full before their deadline. School procedure states that 10 school days should be allowed to guarantee you meet the deadline.

The University of Wisconsin System traditionally starts accepting applications from Seniors on September 15. This is also a good guideline to use for all colleges. The information below is designed to help students navigate the application process. Schools consider rigor of course work, grades, class rank, ACT/SAT scores, and other factors (activities, essay, etc) to make an admission decision.

Application materials to be sent prior to winter vacation should be

Submitted to the Guidance Office before December 1.

Step 1

During late summer or early fall, contact the universities or colleges for admission applications.

ELECTRONIC APPLICATIONS are available online through their websites. This is the preferred method of application. Wisconsin public and some private college applications are available in the Guidance Office when school starts in the fall or by request from the university/college. If you are using the paper application, fill out the requested information neatly, completely, print legibly with black ink or type, check for accuracy and remember to sign and date the application(s). Keep a copy of completed applications for your personal files.

Step 2

Most colleges and universities charge **APPLICATION FEES**. These may be paid online with a credit card or submit a check (payable to the college) to the Guidance Office with your **TRANSCRIPT RELEASE FORM** and any other documents you wish Arrowhead to send with your application. The Transcript Release Form gives Arrowhead permission to send out this document to the schools for admission purposes as well as any other time you need a transcript (scholarships, employment, etc.). There is no fee for this service until you graduate from high school. A parent signature is required if the student is under 18.

Step 3

Contact teachers early in September if your applications require **LETTERS OF RECOMMENDATION**. Complete and give the *Senior Profile* to the teacher(s) writing for you...allow at least 3 weeks for them to write the letter. On the profile be sure to identify whom the letter should be addressed to and if the college prefers it to be sent by the teacher directly or included with the application materials you submit to the Guidance Office. The Senior Profile is available on the Guidance section of the Arrowhead website under "Forms." Be certain to provide addressed envelopes, postage, and a thank you note to the writer of your recommendation(s).

Letters of recommendation are not required for admission to the University of Wisconsin schools.

Step 4

The **ESSAY, RESUME AND/OR ACTIVITIES PAGE** are often typed, printed and given to the Guidance Office to submit with your transcript – even if you applied online. Make an appointment to see your counselor for samples of these items or any other assistance with the college application process.

Step 5

The **COUNSELOR SECTION** of the online application must be printed and turned into the Guidance Office with your Transcript Release Form. All material that is to be sent to the college(s) by Arrowhead must be submitted at together (Example: Transcript Release, Counselor Section, Essay and Letter of Recommendation).

Step 6

Send your **OFFICIAL ACT and/or SAT** scores to the colleges to which you are applying. You can do this by paying the fee identified online at www.act.org (ACT) or www.collegeboard.com (SAT). If you requested this on your ACT or SAT registration, you do not need to resend the information. Schools that you had your scores released to are identified on your ACT report. Arrowhead is not responsible for this part of your application.

Step 7

A Quick Checklist!

- _____ College Application (if you did not complete online)
 - _____ College Fee (if you did not pay by credit card online)
 - _____ Transcript Release Form
 - _____ Letters of Recommendation (if required or optional)
 - _____ Essay or Personal Statement (if required)
 - _____ Resume (optional) or Activities Page (optional)
 - _____ Counselor Section submitted with other materials to the Guidance Office for mailing to the college(s)
 - _____ ACT/SAT Scores sent from testing service
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ALSO - Some Reminders...

1. If you have not already done so, visit the colleges that you are considering. Many students make a second or a third visit during their senior year to get an additional perspective of the university/college. Although students may apply to as many schools as they chose, the typical number is between three to five applications. If you are wait listed or denied admission to a college/university, arrange an appointment with your guidance counselor to discuss options and opportunities.
 2. If you will be applying for financial aid, be aware of the forms and deadlines. FAFSA Forms will be available in December at the Financial Aid morning meeting for parents. Forms should be filed by the end of February. Each university/college has a trained professional to assist families with this process.
 3. Prior to the required May 1st reply date, submit a deposit to the school you will be attending and notify the other schools that you will not be attending.
 4. If you plan to participate in collegiate athletics at a Division I or II level, you must apply online to the NCAA Clearinghouse (www.ncaaclearinghouse.net)
 5. If applicable, submit Advanced Placement scores to the college you will be attending. The website is www.collegeboard.com
 6. The Guidance Department will send a final (8th semester) transcript to the college you will be attending. You **MUST** complete a **FINAL TRANSCRIPT REQUEST** identifying which university you have selected. This will be sent approximately three (3) weeks after graduation.
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