

Steps for completing College Applications

1. **CHOICES**: Attend sessions when college admission counselors visit Clawson HS, plan college visits to see campuses, and research online to learn about schools you're interested in. www.Bigfuture.collegeboard.org is a great resource to research and compare schools. Select colleges to which you want to apply. We recommend applying to 3+ schools, one of which the student considers a "safe school." *see complete list of college visits on the counseling weebly or in the counseling office - student must sign up in the counseling office.
2. **APPLICATIONS**: Visit the schools' websites to see if they accept The Common App or if they require their own school specific application. Fill out appropriate applications, pay fees (or get waivers if you qualify), and submit. Include counselor's information if asked, so they can fill out counselor recommendation information. * www.commonapp.org is an undergraduate college admission application that applicants may use to apply to any of 693 member colleges and universities in 48 states. Many common Michigan universities prefer this method of application.
3. **LETTERS**: Not all schools ask for letters of recommendation. If they do not ask for them, it is not necessary to provide them. Students should ask a high school teacher (preferably from a core academic class), a coach or mentor whom the student feels knows them well. Be sure to ask the person if they will complete a recommendation prior to requesting it electronically. Give the recommenders a minimum of 2 weeks' notice to write the letter, and give them a copy of your Senior Info Sheet (can be found on the counseling weebly or pick one up from the counseling office) to help. Write your recommenders a note to say thank you!
4. **TRANSCRIPTS**: Register on www.parchment.com in order to send transcripts. Once registered, identify Clawson HS as your issuing school. Then you can order transcripts for your selected colleges, NCAA, and Common App. Parchment notifies Clawson HS of your request, and the counseling office electronically sends official transcripts to the schools.

5. **SCORES:** SAT scores are available on the student's transcript but some colleges now require test scores to be sent directly from the testing agencies, not the high school. Check with College Board (www.sat.org) and ACT (www.actstudent.org) to ensure test scores have been sent to your selected colleges. If the student did not include the colleges' information when originally taking the tests (when it was free), there will be a cost for requesting the score reports be sent to schools.

6. **CHECK:** Verify with the colleges' admissions office that your application is complete and that there is no further information they are requesting from you. One missing component will make your application incomplete and will delay a decision from the college. Clawson HS cannot verify submission.

*Be sure to be aware of deadlines. Submitting information in a timely manner is important! Be sure to allow a minimum of 2 weeks for each person (teachers/counselors/etc) to complete their portion of the application process (rec letters/parchment transcripts/counselor recs).

www.clawsoncounseling.weebly.com

The CHS counseling weebly has additional information and details under 'College Planning.' Also, we start receiving local scholarships in February/March. They are posted to the counseling weebly as they come in. For additional scholarships, resources such as www.Fastweb.com can link you to thousands of scholarships that apply to you. Within 'College Planning' on the counseling weebly, check out 'Financial Resources' for further Financial Aid and Scholarship resources.

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