

COLLEGE APPLICATION PROCEDURES

Students may file their college applications in one of two ways: online or paper. Online applications are found on the college website. Paper applications can be downloaded from the college website or picked up at the college Admission Office. The following procedures are recommended:

1. All paper applications should be printed neatly. If a student is submitting an essay or a personal statement include name and an ID number or social security number on the top of each page.
2. If a student is applying on-line, make sure to check work before submitting any information. Print out any counselor recommendation/verification forms or teacher recommendation forms if the school has any. Remember the user name and password because the applicant may need to go back to the application at a later date. Print a copy of the completed application for record after clicking on the submit button. Remember online applications do not need to be completed in one sitting. At any time a student can save and later come back to finish the application.
3. Please check published deadlines very carefully. Plan ahead! If teacher or counselor recommendation/verification forms need to be completed for the application, we recommend giving teachers and counselors at least 10 school days to complete all recommendation requests. Please include a resume/list of activities and accomplishments for all recommendation writers.
4. Assuming students have previously coded Wahlert on standardized tests, then all ACT and SAT scores should appear on a transcript. Some schools want scores sent directly to them from ACT. If a student did not register to send the scores when he/she signed up for the ACT/SAT test, then he/she will have to contact ACT/SAT to send an Additional Official Score Report. (fee required)
5. Additionally, ITED, PLAN, EXPLORE, PSAT, and AP scores can also be found on the back of a transcript.
6. Many schools use "The Common Application." This is a way to apply for multiple schools using one application. The form is typically completed online and can be found at www.commonapp.org. There are many steps to the common application. If students or parents have any questions please contact the Wahlert counselor.
7. This process can seem overwhelming at times; hang in there! Contact Wahlert Guidance if any help is needed starting or finishing the process.