

## **HHS College Application Procedures**

1. Finalize your list of colleges. (3-5 is a good number to work with.)
2. Apply online whenever possible. If you need a paper application, contact the college.
3. Complete your application completely and neatly. Use black ink and print if completing by hand.
  - i. Proofread!!
  - ii. Follow directions carefully and thoroughly.
  - iii. Complete **all** information requested.
  - iv. Make a copy for yourself in case it gets lost in the mail.
4. Notify your guidance counselor that you will be applying and needing a transcript at least **2 weeks prior** to when the application is due!
  - i. Fill out **Application/Transcript Processing Form** and give to your counselor.

### **KEEP IN MIND:**

**2 weeks are necessary to allow time for processing.**

**Watch all deadlines (scholarship, admissions, honors programs, financial aid, housing, etc.)**

**Most colleges/universities want official ACT/SAT scores sent to them.**

**Complete applications by the end of October.**

**Begin to request recommendation letters. Allow 2-3 weeks for letter to be written. Provide writer with a resume and "Request for Teacher Letter of Recommendation" form.**

**Use Activity/Leadership Sheet to organize extra-curriculars.**

**Fee Waivers for applications are available if you are eligible.**

**LACK OF PLANNING ON YOUR PART DOES NOT CONSTITUTE AN EMERGENCY ON MY PART!!**