WHAT I WILL LEARN

Today's workshop will assist you in the following ways as you plan for your next steps:

• General best practices for completing a college application
• How to plan to submit a quality application
COMPLETING THE COLLEGE APPLICATION

Taking the step of starting a college application can be intimidating. If you feel nervous...

DON’T WORRY. THAT’S NORMAL!

The most important thing is to start the application and ask for help when you need it. So let’s begin...
WHAT YOU WILL NEED

The list on the right are what you will need to have with you when completing an application. Gather these items **BEFORE** you start. Trust me, you will be glad you did!

- Order your high school transcripts (if needed by the college to which you are applying)
- Order all transcripts from all previously attended colleges/universities (for each college/university to which you are applying)
- Test Scores (ACT/SAT/TOEFL – if needed by the college/university for which you are applying)
- A list of all extracurricular activities inside and outside of school
- A completed portfolio (art majors)
PARTS OF THE APPLICATION: DEMOGRAPHIC INFO

- Name
- Address
- Phone number
- Email
- Citizenship OR residency information
Each college/university will have an application deadline. Record that deadline on your College Comparison Form and be sure to submit all required materials by that date.

- Education Data: (Previous high school(s) attended, previous college(s) attended, parental education background, current schedule of classes, standardized test scores)
- Disciplinary information (focus on what you have learned from your mistake and how you have improved)
- Some majors require auditions and/or portfolios
PARTS OF THE APPLICATION: ACHIEVEMENTS

- Honors/Awards
- Extracurricular and volunteer activities
- Essays (both short answer and long personal essay)

You will learn more about writing essays in another workshop!
PARTS OF THE APPLICATION: FORMS

- Counselor recommendation form: Not always required, but if it is, your Academic Advisor, College Registrar or Transfer Director can complete this form. Your college is responsible for submitting the document.

- Mid-Year Report: Some institutions (and the Common App) will ask for this. It is not ever required for Transfer students.

- Teacher Recommendation Form: Each institution has a requirement of between 0-5 recommendations. Be sure to get the needed number of recommendations from professors who know you and can speak about your ethics and desire to learn.

- Application fee (if eligible you can get a waiver from your college Transfer Director)

DON’T FORGET TO SIGN AND SUBMIT YOUR APPLICATION
APPLICATION DO’S

• Gather all your materials to complete your application before you start
• Have a clear understanding of why you have chosen your major
• Have a clear understanding of why you are choosing these colleges/universities
• Respond to **ALL** questions on the form. If it does not apply to you, write “N/A”
• Use proper grammar and spelling
• Capitalize all proper names (people, places, streets, etc.)
• Follow-up with all recommenders to ensure everything was submitted
• Ask for help when needed
• Enlist a skilled friend to edit your application before you submit
APPLICATION DON’TS

• DON’T...
• Wait until the last minute to complete your application
• Submit your application after the deadline
• Forget to hit “submit” when you have completed and had a friend edit the application
• Submit generalized essays-If you are asked to write about why you are transferring, state why you are transferring to that specific college and major
• Forget to send transcripts from ALL previously attended colleges/universities (and your high school transcript if it’s required)
• Forget to send all required test scores (all international students will be required to submit TOEFL test scores)
• Plagiarize-Admissions Offices use software to check for copied essays.
KEY POINTS

• Start your college application early
• Gather all of your information and material together before starting the application
• Ask for letters of recommendation at least two months before you start your application
Congratulations! You’ve put together a great college application. Next, you will learn about online platforms that allow you to submit your applications to more than one college at once.