



# TRANSFER SERVICES

## WORKSHOP 4A: QUALITY COLLEGE APPLICATIONS

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# 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...

- 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)

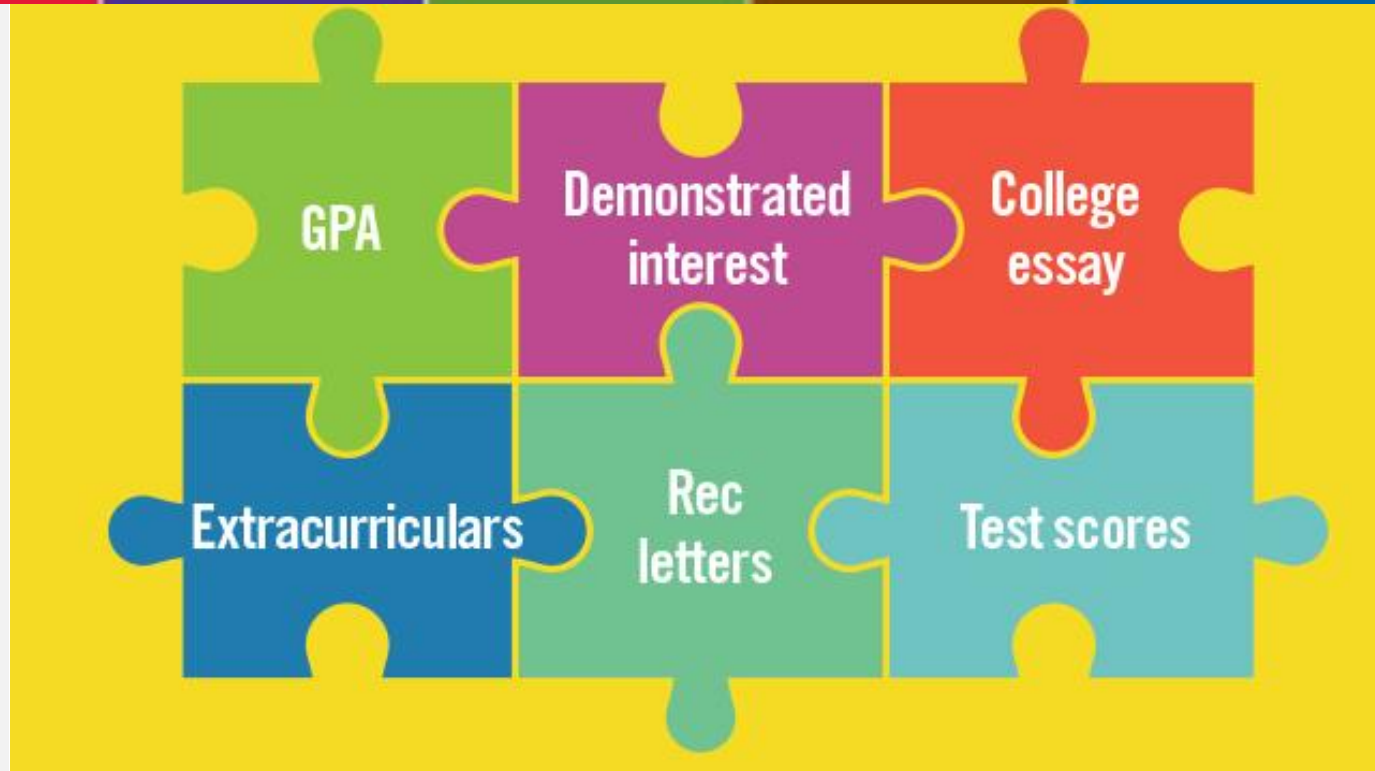
## WHAT YOU WILL NEED

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!



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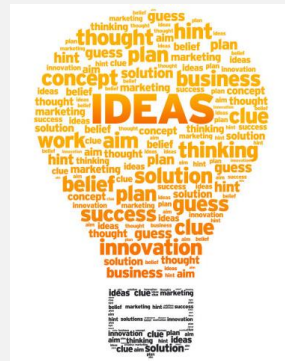
# PARTS OF THE APPLICATION: DEMOGRAPHIC INFO



- Name
- Address
- phone number
- Email
- Citizenship OR residency information

# PARTS OF THE APPLICATION: ACADEMIC RECORD

*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

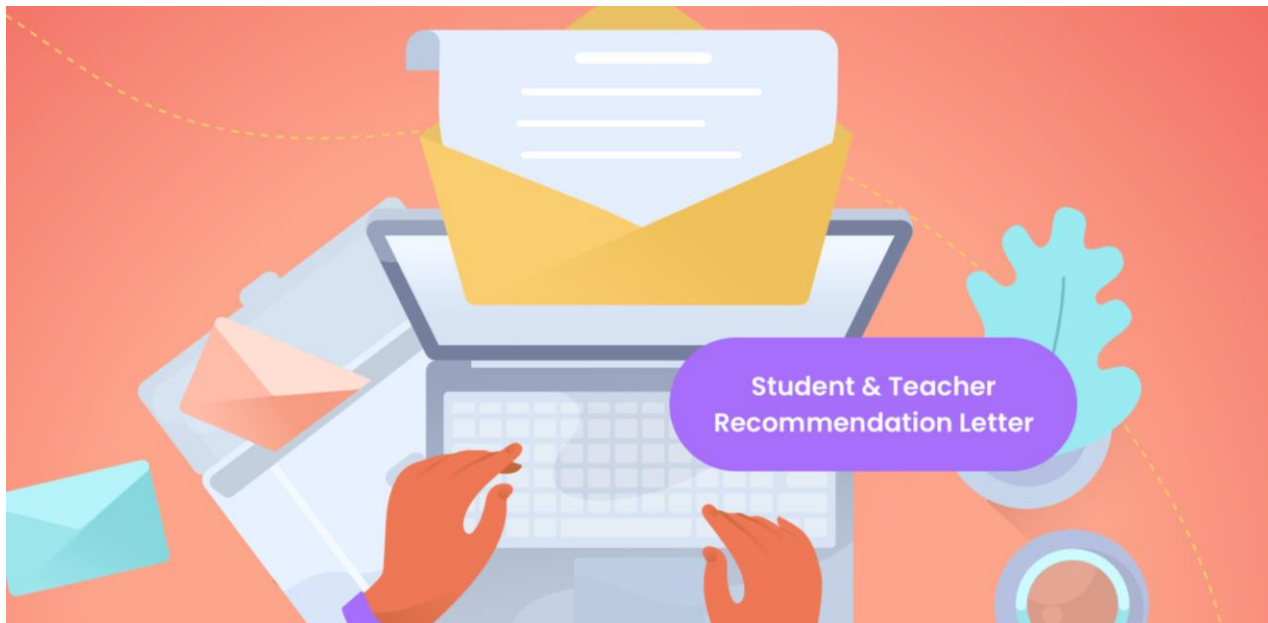
- Honors/Awards
- Extracurricular and volunteer activities
- Essays (both short answer and long personal essay)

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)

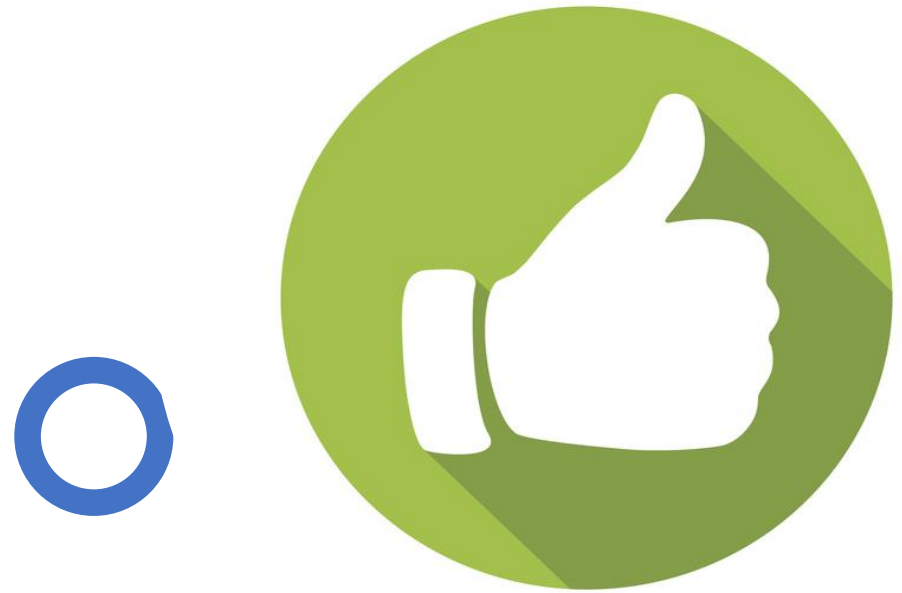


***DON'T FORGET TO SIGN AND SUBMIT YOUR APPLICATION***



# APPLICATION DO'S

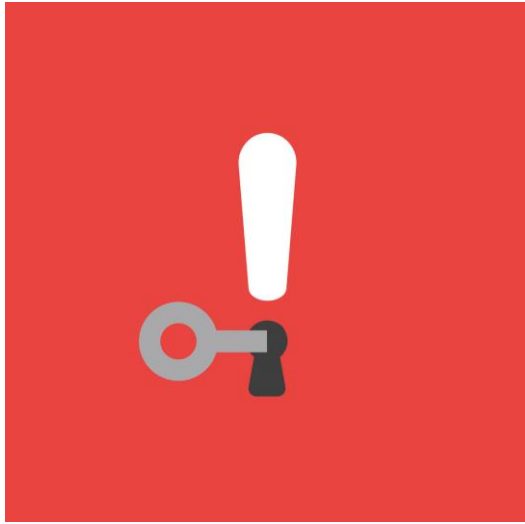
- Gather all your materials to complete your application before you start
- Have a clear understanding of why you have chosen your major
- Have a clear understanding of why you are choosing these colleges/universities
- Respond to **ALL** questions on the form. If it does not apply to you, write "N/A"
- 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

# #wearetransfer



**NEXT IN THE  
SERIES**

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