

Application Process

- ☐ Be certain that you have requested that the College Board or ACT send your SAT or ACT scores respectively, to the colleges of your choice if you did not code them in on the test applications. If you used our 113160 school code when you applied for the test, we have your scores if they have had time to get here (5-6 weeks after test). When you sign up for a transcript you may request that we copy them to go with your transcript, however, most colleges want them sent directly from the testing companies.
- ☐ Go to front office counter at school, find transcript sign-up clipboard or ask for it, and sign up any Monday –Wednesday for the number you need. If the school you wish to send it to is a Georgia school that is set up with GAcollge411.org transcript transmission, Ms. Gore will send it electronically.
- ☐ Pick up official paper transcript from Mrs. Gore on Thursdays. Each cost \$2.00
- ☐ Leave transcript sealed so that the college will consider it official.
- ☐ Download Application if online or use paper version. Fill out application. Don't mail yet.
- ☐ If it is an online application, print first page or confirmation page before submitting. Don't mail yet.
- ☐ If there is a portion of the application called the Counselor Report, School Report, etc. that the counselor needs to complete, take this to her with a resume. Give her two weeks notice for the first one. Subsequent ones only take a week.
- ☐ If there is a requirement for a teacher recommendation, take a copy of your resume or Senior Information sheet to the teacher, ask them personally to write a recommendation and ask them to keep on their computer for you should you need an additional copy later. Give them two weeks notice.
- ☐ If there is a requirement for you to write an essay, if you haven't submitted it online, finish it.
- ☐ Be certain that you have collected transcripts, any supporting documentation required such as Counselors Report or Teacher recommendations, or essays.
- ☐ Mail paper version of application (or if online, first page or confirmation page) with all the other parts that are required above in one bigger envelope. If you haven't paid the application fee online, include a check or money order for it.
- ☐ Pay careful attention to deadlines and whether "postmarked" or "received by." Be careful to use enough postage.

Sources for College Applications

1. Online
2. Career Center Conference Room Filing Cabinets- Help yourself as long as they last
3. Contact the colleges themselves to send you one
4. College Fairs