

## GUIDE TO COMPLETING COLLEGE APPLICATIONS

1. Read through the entire application and make a copy of it before making any marks on the form. This will give you a rough copy to use.
2. Using the rough copy first, complete all sections of the application. Fill in your name and other requested personal data on the top of the section(s)/pages that will be used by others (i.e. secondary school report, teacher recommendation forms, and mid-year grade reports).
3. Transfer the information to the official application. Make copies of the application and all supporting materials and put them in a safe place. Be sure to sign and date the application. ***If you are applying online, print out a copy and review your entries before you hit the send button.***
4. As soon as possible, but at least three weeks before a due date, ask your teacher(s) for letters of recommendation if required. Complete the College Recommendation form and give it to the letter writer. If the application included a special recommendation form, be sure to give it to your teacher. Ask your teachers to return the recommendation to you or provide them with a Paul VI envelope that they may use and return to you to be included with the transcript. You can pick up recommendation envelopes in the guidance office.
5. **Check the directions again.** Do you need an essay, letter of recommendation, piece of graded work, picture? If so, be sure to make arrangements to provide all required materials. Edit all your work. Only include the documents requested.
6. Bring your completed application and all supporting materials including letters of recommendation, activities resume, essay, etc. to your counselor to review.
7. If you are applying online, you must follow-up by sending an official transcript. Use the procedure in # 9 below to request a transcript.
8. Complete a Transcript Request form and submit with the \$3.00 transcript fee for each application, to the registrar. If there is a form for the counselor to complete, fill out the biographical information i.e. name, address, etc. before submitting the form with your transcript request. Be sure that a signed transcript permission form is already on file in the registrar's office.
9. Be sure to allow at least two weeks to process your transcripts and for the U.S. mail to meet your application deadline. **We cannot honor same-day requests for transcripts. All transcript requests are processed in the order in which they are received by the registrar.**

## ERRORS TO AVOID IN FILLING OUT APPLICATIONS

- Do not use an inappropriate e-mail address.
- Do not use abbreviated forms ( PE, CYO, O.K. M.Y.F.etc)
- Do not use the ampersand (&). Write the word "and".
- Do not use local names which will have no meaning to the college (Shalom, Talon, Lit Mag Club...instead use terms such as Yearbook, School Newspaper, School Service Organization)