

THE COLLEGE APPLICATION

The college application is your opportunity to make a good impression on the colleges to which you are applying. **However, it is essential that you honestly represent yourself.** The college application process begins in earnest in the fall of your senior year although early preparation during second semester of junior year will make the process easier. You should follow these guidelines:

- ◆ Get the applications. Do this either directly from the colleges, from your career center, download them from the Internet or apply on-line.
 - www.mit.edu:8001/people/cdemello/geog.html - College/University Home Pages - alphabetical listing
 - www.commonapp.org - Common Application Online - used by approximately 230 colleges and universities. Apply online or download.
- ◆ Make a copy of the applications before you fill them out. Practice on the copy.
- ◆ Organize your personal records, such as the résumé and/or activity sheet. This will help you determine what information you want to include on your application.
- ◆ Make a draft of all required essays. Allow time to let them rest before you put them in the final form.
- ◆ Read the directions carefully and obey all instructions.
- ◆ **Pay specific attention to the application deadlines. Allow enough time for the guidance department to process its part of the application and send your transcripts. Check with your guidance department for its procedures and timeline for processing transcripts and applications.**
- ◆ Complete applications one at a time, rather than working on all of them in bits and pieces.
- ◆ Start with the simple applications and work up to the more complex ones. Save the most important one for last.
- ◆ Type or print neatly. Most schools offer applications on the Internet making it easier to present a neatly prepared application.
- ◆ Answer all questions. Use N/A (not applicable) if the question does not apply.
- ◆ Select references wisely. Use those who personally know you, your academic record, your strengths and your accomplishments.
- ◆ Make a copy of each application for your records and maintain a file.

Most colleges mail their notification letters by April and you will have until May 1 to choose from colleges offering admission. You should inform the guidance office when you receive a response to an application and notify all schools to which you have been accepted of your decision.