

# THE ONLINE COLLEGE APPLICATION

With the advent of technology, applying online to college is becoming commonplace. In fact, some colleges state that the online application is the preferred method of applying since it allows for a seamless entry of student data into their computer systems and reduces errors. **Students need to remember that the same rules and guidelines apply for the online application as the paper version.**

## Suggestions to assist students with the online application process:

- ◆ As with the paper application, accuracy and thoroughness count.
- ◆ Remember to print a copy of the online application for your records.
- ◆ Read ALL directions carefully before beginning the process.
- ◆ Some applications allow for the creation of an account so the application can be filed in stages; others require that it be completed and submitted in one session. Allow sufficient time for either process.
- ◆ Submit only those online applications that are on secure web sites. There is too much confidential information being transmitted to do otherwise.
- ◆ Remember to notify your counselor when you submit an online application.
- ◆ Online applications require that a transcript be sent separately. Be sure to download any forms necessary for that process.
- ◆ Make certain that any required secondary school forms be printed out so you can submit them to your counselor along with your transcript request.
- ◆ Remember that required application fees must either be paid by a credit card online at the time of submission or that a check must be sent separately to the college through postal mail. Without this, the application is incomplete.
- ◆ Check to see how you will be notified that the college receives the online application. Follow up if that verification is not received in a timely manner.