



Parts of a College Application

It is **your** responsibility to make sure that all of your college applications and all supporting materials are sent to the colleges to which you wish to apply. Your high school is responsible for sending the transcript and secondary school report (if required). **BUT** you, the student, are responsible for following your school's policy for requesting transcripts and letters of recommendations. Know what you are expected to do!

Listed below is everything that could be required, but you might not be asked to submit everything on this list to every college. For example, there are many colleges that do not require students to write essays. Also, there are many colleges that do not require standardized test scores.

WHAT IS INCLUDED IN A COLLEGE APPLICATION?

1. Official Transcript: Your transcript is the record of all the courses you have taken for high school credit, your grades, and credits earned. Other information that might be included: GPA, class rank, standardized test scores, courses in progress. This is normally sent directly from your high school to the college.

2. Standardized Test Scores: ACT or SAT scores. Most colleges require that your scores be sent directly from the College Board or ACT.

3. The Application Form: You are responsible for requesting an application form, completing it, and submitting it by the college deadline (by mail or online). Many colleges accept The Common Application. No matter what school or what application, these will be important components:

- Personal and educational data (e.g., name, address, phone number, e-mail, citizenship and residency information, high schools you have attended, college credits you have earned, parental information, senior year schedule, standardized test scores)
- Honors and awards
- Extracurricular, personal, and volunteer activities
- Employment, internships, and summer activities (some colleges allow you to submit a resume in addition to the activity section of their application)
- Essays, both short answer and a longer personal essay
- Disciplinary information
- Application fee (many colleges will accept fee waivers—ask a counselor)
- Signature
- For certain majors, you may be required to audition or submit a portfolio of artistic work.

4. Secondary School Report Form or Counselor Recommendation Form: This is not required by all colleges but, if it is required, you are responsible for submitting this form to the college.

5. Mid-Year Report Form: This form is not required by all colleges, but if it is required, it will be submitted by your high school; however, you must request that it be sent. The purpose of the form is for the college to see your grades from the first term of your senior year.

6. Teacher Recommendation Form: This form is not required by all colleges; however, you are responsible for asking a teacher to complete it and giving that teacher all the necessary information. Look over this form and imagine what one of your teachers would say about you. Colleges are not only looking for teachers from courses where you did well, but from teachers who know you well and can talk about your work ethic, inquisitive nature, and motivation to learn. If you're nervous about asking a teacher to write a recommendation, ask your counselor about how to talk to your teachers about recommendations.