

# GW COMMUNITY SCHOOL

## COLLEGE APPLICATION PROCEDURES

Dates of when you should take these steps vary depending on application due dates therefore you will need to determine your own due dates.

✓	PROCEDURES - CHECK LIST	DO BY DATE
	<p><b>TESTS:</b> Consider taking the SAT or ACT for a second time – or for the first time if you didn't take them last spring. Register online:            SAT: <a href="http://www.collegeboard.com">www.collegeboard.com</a>     ACT: <a href="http://www.actstudent.org">www.actstudent.org</a></p>	
	<p><b>RESEARCH:</b> Just start browsing to get a feel for schools. Consider school size, location and offerings:</p> <ul style="list-style-type: none"> <li>• Check out college websites, college handbooks, and college resource books.</li> <li>• Attend college fairs and talks.</li> <li>• Visit colleges, go on tours, observe classes, interview, and stay overnight!</li> </ul>	Now
	<p><b>RESEARCH:</b> Utilize online college search resources to help find schools that are a good match such as:</p> <ul style="list-style-type: none"> <li>• Counselor-O-Matic on the Princeton Review website:  <a href="http://princetonreview.com/college/research/advsearch/match.asp">http://princetonreview.com/college/research/advsearch/match.asp</a></li> <li>• College Match Maker on the College Board website:  <a href="http://collegesearch.collegeboard.com/search/adv_typeofschool.jsp">http://collegesearch.collegeboard.com/search/adv_typeofschool.jsp</a></li> </ul>	Now
	<p><b>LIST:</b> Make a list of at least 5 colleges you are interested in applying to. Include reach schools, match schools and safety schools.</p>	Before senior retreat
	<p><b>ESSAY:</b> Before the senior retreat look at the websites of the schools on your list and determine which schools require an essay and what the topic of the essays are. Start brainstorming ideas for the essays and work on rough drafts. The senior writing retreat to Lake Anna in October is your opportunity to work on your essays with teacher and student support. The more thought you give to your essays before the retreat – the more likely you will be able to go home with completed essays!</p>	October
	<p><b>APPLY:</b> Complete the college applications carefully. Most schools prefer applications be submitted electronically. If completing an online application, print a hard copy to proofread before sending. Review all applications before sending. Neatness and accuracy are very important. Print a final copy for your records as applications do occasionally get lost in cyberspace. College applications will be completed at home, not at school.</p>	

	<p><b>TEST SCORES:</b> GW does not send test scores. If you have taken the test at GW we will include your scores on your transcript but they still need to be sent from the official testing center. If test scores were not requested to be sent when you registered, log back into the testing website and request your official scores for the SAT Reasoning tests, SAT Subject tests and/or ACT test be sent directly to all colleges you have applied – the first four are free. SAT: <a href="http://www.collegeboard.com">www.collegeboard.com</a> ACT: <a href="http://www.actstudent.org">www.actstudent.org</a></p>	
	<p><b>SENIOR QUESTIONNAIRE:</b> Complete GW's <a href="#">Senior Self Evaluation</a>. Attach a copy of this completed questionnaire to each letter of recommendation request form (read below).</p>	
	<p><b>RECOMMENDATIONS:</b> (minimum 3 weeks in advance of application deadline)  <b>Counselor Recommendation:</b> Most college applications require that your counselor complete a <a href="#">Secondary School Report</a> or <a href="#">Counselor Evaluation Form</a>. At GW this form is completed by Ms. Warden. Submit Secondary School Reports along with a completed Senior Questionnaire to Mrs. Sinichko at least three weeks before the application deadline.</p>	
	<p><b>RECOMMENDATIONS:</b> (minimum 3 weeks in advance of application deadline)  <b>Teacher Recommendation:</b> Some colleges also require letters of recommendation from your teachers. Provide your teacher with a <a href="#">Teacher Recommendation Request Form</a> along with a copy of your <a href="#">Senior Self Evaluation</a>.</p>	
	<p><b>TRANSCRIPT REQUEST:</b> (minimum 3 weeks in advance of application deadline)  Complete the <a href="#">Transcript Request Form</a> or email Mrs. Sinichko a list of the schools you are applying to including the following information for each college:</p> <ul style="list-style-type: none"> <li>• Your Name</li> <li>• Name of College</li> <li>• Complete Address</li> <li>• Common App? Yes or No</li> <li>• Application Deadline</li> </ul> <p>Teachers will provide Mrs. Sinichko with completed letters of recommendation and they will be submitted along with your transcript and any other necessary forms.</p> <p>Mid-term transcripts (with 1<sup>st</sup> semester grades) will automatically be sent to the colleges on your list and a final transcript will automatically be sent to the college you select at the end of June.</p> <p>Important – if you decide NOT to apply to a college on your list – please let Mrs. Sinichko know immediately so that time isn't wasted writing letters of recommendation and mailing transcripts.</p>	