

College Applications 101

Completing the Application

- Most applications can be found on either the home page or under the admission section of the school's website.
- Use a professional email address – this is part of the school's first impression of you!
- Follow the directions and be truthful – almost all of this information can be confirmed.
- Proofread your application– make sure that you capitalize, punctuate and spell-check the entire application before you submit it!
- Get in the habit of checking your email at least 2-3 times per week – this is how the school will communicate with you throughout the application process.
- If you are applying to a school using the Common Application, use the **Common Application Cheat Sheet** to help you. This is available in Guidance or online in Google Classroom.

Transcript

- You must request an official transcript on Parchment and send one to every college you apply to.
- Submit your transcript request around the time you complete your application (before or after).
- Give any supplemental documents (letters of recommendation, fee waivers, etc.) to your counselor. These will be scanned and sent electronically through Parchment.

Letter of Recommendation

- First, confirm if the school you are applying to actually requires this – many colleges do not and only recommend that you submit one if you do not meet their admission requirements.
- If you do need a letter of recommendation, you must send your **Senior Brag Sheet** (shared in Class of 2017 Google Classroom) with that person at least two weeks in advance!

Personal Statements

- Make sure you follow the instructions closely and answer the question in detail.
- Be yourself and speak from the heart. Set yourself apart and show your uniqueness!
- Ask a trusted adult (English teacher, guidance counselor, etc.) to review your personal statement and give you feedback.
- Proofread and revise before you submit

Application and Financial Aid Deadlines

- The earlier you apply, the stronger your chance is of being admitted.
- You can complete your FAFSA as early as **October 1, 2016**.
- Aim to submit all four-year college applications by **November 1, 2016**.
- If you plan to attend Moraine Valley, complete the enrollment form by the end of first semester.
- Be sure to check if there is a **separate scholarship application** for each school you apply to.

College and Campus Visits

- If you're interested in a school, schedule a time to visit campus! If you are visiting on a school day, notify your dean in advance.
- Check your Google Calendar frequently to see which schools are coming to visit Reavis. Visits are held during homeroom periods and RAM in the College & Career Center.

Google

- Check Google Classroom and Google Calendar frequently to learn about important information and events (visits in the College & Career Center, campus visits, career speakers, etc.). Staying in the loop all throughout your senior year is crucial!