

## PARTS OF A COLLEGE APPLICATION

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### IMPORTANT THINGS TO REMEMBER:

- This list includes 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. There also are many colleges that do not require standardized test scores.**
- **You**, the student, are responsible for following your school's policy for submitting applications and requesting transcripts and letters of recommendations. **KNOW WHAT YOU ARE EXPECTED TO DO!**

### WHAT IS INCLUDED IN A COLLEGE APPLICATION?

- A. **Official Transcript:** This is normally sent directly from your high school to the college or it is sent electronically through a third party vendor. 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. If it is possible to do so at your school, request an unofficial copy of your transcript and make sure that it is accurate.
- B. **Standardized Test Scores:** If required by your college, you will request from College Board ([www.collegeboard.com](http://www.collegeboard.com)) and/or ACT ([www.actstudent.org](http://www.actstudent.org)) that your official test scores (SAT, ACT, SAT Subject Tests) be sent directly to the college admission office. Even though you might be asked for your scores in the application and even though they might appear on your transcript, **MOST COLLEGES REQUIRE THAT THEY COME DIRECTLY FROM THE TESTING SERVICE TO THE COLLEGE.**
- C. **The Application Form: The student is responsible for requesting an application form, completing it, and submitting it by the college deadline (by mail or online).** You might be asked for the following information in the paper or online application:
  - Personal and Educational Data (i.e., name, address, phone number, email, 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 résumé in addition to the activity section of their application.)



- Essays, both short answer and a longer personal essay
- Disciplinary information
- Application Fee
- Signature
- *For certain majors, students might be required to audition or asked to submit a portfolio of artistic work.*

D. **Secondary School Report Form or Counselor Recommendation Form: This is not required by all colleges.** If it is required, **the high school is responsible for submitting this form to the college.** However, you will need to request that it be sent. It is important to know and follow the school's procedures.

**TIP: The person at your school (usually your counselor) who is completing this form asks for information from students and parents ahead of time. If possible, meet with this person before he or she writes a letter of recommendation.**

- E. **Mid-Year Report Form: This form is not required by all colleges.** 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 semester of your senior year.**
- F. **Teacher/Instructor Recommendation Form: This form is not required by all colleges.** If it is, follow your school's policy for requesting and sending recommendations.

**If in doubt, consult your counselor or call the college admission office to confirm application requirements.**