

SENIOR COLLEGE APPLICATIONS “TO DO” LIST

1. **MAKE A LIST OF COLLEGES TO WHICH YOU ARE APPLYING:** Download the *Admissions/Application Requirements and deadlines*. This information is listed on the college’s website (Undergraduate Admissions) The **Common Application** is an efficient method for applying to schools. Visit www.commonapp.org to see if your schools are listed.

2. **COMPLETE THE COLLEGE APPLICATIONS:** Download the applications. *Pay close attention to directions*. If you are unclear about a question or a requirement on the application, contact the college’s Admissions Office for clarification. Keep a hard copy of the application for your records. Listed below is some information you will need when completing your applications.

School Address: Scituate High School, 94 Trimtown Road, North Scituate, RI 02857

Phone #: (401)647-4120 **Fax #:** (401)647-4126 **SHS website:** www.scituateri3.net/shs02/

Counselor Name: Henry Donnelly **Counselor email:** henry.donnelly@scituateri.net

SHS CEEB Code: 400095

Your GPA: _____ (SHS GPA is weighed. It is based on a 4.0 scale) **Your class rank:** _____

3. **REQUEST TEACHER RECOMMENDATIONS.** Check the college application for the number of required teacher recommendations. Most schools require 2. Be sure to allow a *minimum* of 14 school days to a month for teachers to complete the recommendations. **DO NOT PROCRASTINATE!**
REQUEST YOUR TEACHER RECOMMENDATIONS TODAY IN PERSON FIRST!

4. Submit a **recommendation questionnaire, activities brag sheet and a parent brag sheet** (*download a sample from the SHS website*) to your guidance counselor as soon as possible but no later than 14 school days prior to the application deadline. The counselor recommendation is confidential and will be sent directly to the college by your counselor.

5. **SUBMIT A “SENIOR OFFICIAL TRANSCRIPT REQUEST FORM” TO YOUR GUIDANCE COUNSELOR.**

You can download a form from the SHS website or pick up a copy in the Guidance Office.

If you are requesting that the transcript be sent my US Mail, you must submit a ***transcript request form***, at least 14 school days prior to the application deadline. The transcript will be sent directly to the college by your counselor. **ONLY FOR SCHOOLS NOT ON THE COMMON APPLICATION**

6. **RELEASE “SAT and/or ACT” SCORES TO THE COLLEGE:** Your test scores must be sent directly from the College Board or ACT to all the colleges to which you are applying. ***Scituate High School does not send SAT/ACT scores.***

Question: *How do I send my scores?* You may have already requested that your scores be sent to schools when you registered for the SAT or ACT. In order to send scores, go to www.collegeboard.org, log in using the Username and Password you created when you registered. Follow the instructions. If you do not remember your username and password or encounter technical difficulties, contact the College Board for assistance.

Question: *What if I didn’t take the SAT or ACT?* You must register today! To register go to www.collegeboard.org. or www.act.org.

Question: *How do I know if the college requires SAT, ACT, or SAT Subject Tests?* The testing requirements are always stated in the college’s admissions/applications requirements.

7. **COMPLETE THE COLLEGE ESSAY:** www.collegeboard.com has tips for writing college essays

Question: *How do I know what to write about?* The essay topic is listed on the application.

Visit the College Planning Center of RI www.cpcpri.org for application help and especially for help with completing the FAFSA.