

## The College Application Process

### What is generated from home goes out from home to the colleges...

- Online or hardcopy application
- My application fee
- My essay
- My resume or data from it filled in on application
- My SAT or ACT officially forwarded to the colleges to which I am applying (go to Collegeboard.com , or ACT.org to submit scores)
- My teacher letter of rec. if handed back to me

### What goes to guidance? (All must be in 2 weeks before first deadline date)

- My signed Brag Sheet (orange)
- My resume
- My parents pink sheet (optional)
- My 8 1/2 X 11 brown envelop addressed to each college (no return address)
- My Yellow Cover Sheet for each envelope
- My \$2 fee for each college envelope
- A 3 X 5 card with postage in each envelope addressed to ME with the name of the college on the back
- \*Guidance sends out your transcript, your letter from counselor, the School Profile and the School Report Form

### What do I do about the college long letter of recommendation from a teacher?

- Politely make my request of the teacher
- If they agree, ask if they want stamped, addressed envelopes or if they prefer to hand the letter back to me, or they may prefer to submit it online. **Write "Thank You Letter" to each teacher that took the time to write you a letter of recommendation!**

#### *If supplying envelopes to teacher.....*

- Address to the college
- Use EGHS return address
- Put my name and deadline date under flap
- Put a 3 x 5 card stamped/addressed to ME noting college/teacher
- Use peel off adhesive strip envelopes

#### *If teacher hands you their letter...*

- Make copies and follow basically the same directions as above

#### *If teacher wants to submit online recommendation...*

- Ask teacher for email address
- When prompted on online application, provide teacher's email address.