

COLLEGE APPLICATION PROCESS

STUDENT RESPONSIBILITIES

STANDARD APPLICATION

- Go to the college website and complete their on-line application.
- Pay the application fee by credit card on-line (preferred method). You may also pay by check or money order by mailing payment directly to the college admissions office.
- Application fees vary (MCC free, Grand Valley \$30, MSU \$50, U of M \$65.00).

TRANSCRIPTS

- Once the college application is submitted, it is the student's responsibility to have their high school transcript sent to the college(s). No mailing is required.
- Transcripts will be submitted electronically through Parchment (accounts were created last spring) If you do not have an account, go to <http://www.parchment.com/> and sign up now.
- Students should have an "unofficial self-view" sent to them by Parchment. This will allow you to check your account information to make sure it is current and accurate.
- Spring Lake High School will be notified of the request and a transcript will be sent.
- Students will receive a confirmation when the transcript has been received by the college.

THE COMMON APPLICATION

- The Common Application allows a student to complete one application and send it to multiple colleges.
- Colleges requiring the Common Application will direct students to the application link.
- All information is submitted electronically, does not involve Parchment.
- Students must read instructions carefully to ensure all steps are completed.
- The Common Application typically requires a recommendation letter from two teachers. The recommenders will be notified by email and be provided with a link to submit their information. Students will need to enter the recommenders email addresses as part of the application.
- You will need to enter the email address of your counselor. They will upload your transcript, senior schedule and complete information specific to each applicant's school performance.
- Provide the recommenders with a Personal Data Form to assist in writing the letter.
- As a courtesy, students should ask recommenders in advance and give at least two weeks notice before any deadlines.
- Students can track when recommendations have been submitted through their online account.
- Once the Common Application is complete, it is the student's responsibility to direct the application to the college(s) of their choice.
- Once college(s) receive the application, students may be asked to complete supplemental information required by a particular school.
- Payment is completed online and costs will vary.

LETTER OF RECOMMENDATION (for schools not using the Common Application)

- Once again, students should ask recommenders in advance and give at least two weeks notice before any deadlines and provide a Personal Data Form.
- The letter can be part of the student's Parchment file and sent along with transcript requests.
- If the letter of recommendation needs to be mailed, the student should provide the recommender with a stamped envelope, addressed to the college or financial aid institution.

- Follow up with the recommender to make sure the letter has been completed and mailed.

TESTING

- Please note that some out-of state schools may require an SAT. Consult the college website of your choice for test preference.
- ACT test scores are included on student transcripts. SAT scores can be added, see Mrs. Zacek.
- Be advised that colleges/universities require scores be sent directly from ACT/SAT to their institution and will not recognize scores from the high school transcript. **For example, the University of Michigan and Michigan State University will not process an application until scores are received directly from ACT.** Check your *ACT Score Report* for the list of colleges that received your scores.
- Score reports can be sent on-line from actstudent.org (ACT scores) or from collegeboard.com (SAT scores).
- Test dates remaining this school year for the ACT:
October 24 test/September 18 deadline
December 12 test/ November 6 deadline

ADMISSON POLICIES

- Each school has their own policy in responding to applications with most replying within 3 to 4 weeks (Grand Valley, Central, Western, Ferris, Northern and Eastern are examples).
- The University of Michigan will typically guarantee a decision by mid December for those applying by November 1.
- Michigan State University will take 8 to 12 weeks due to a high volume of applicants Check school of interest for policies and deadlines.

AFTER COLLEGE ACCEPTANCES

- Notify Mrs. Zacek of your acceptances.
- Many students will be accepted to more than one institution. Once a college has been selected, notify the schools that you will not be attending.
- Make sure to read your acceptance letter carefully and follow all instructions regarding deposits, enrollment, housing, orientation and financial aid.