

COLLEGE APPLICATION PROCESS

1. Seniors should request applications from colleges and universities either by mail or by applying online. Most schools prefer receiving applications online!
2. Students should be aware of application deadlines and are responsible for submitting the following materials directly to each college/university:
 - (Submit) - Completed application
 - Application fee
 - Letters of recommendation (if applicable)
 - Resume of activities (if applicable)
3. Seniors must request that an official transcript be mailed from Great Bridge High School to each college/university to which an application is forwarded. In order to request an official transcript, please present the following items to the appropriate alphabet counselor:
 - (Provide) - Completed transcript request form with parent signature (the transcript request form is included in this packet)
 - \$2.00 transcript processing fee per transcript
 - A large 8 ½ x 11 envelope with 4 stamps for each school
 - Counselor portion of the application (if applicable)

NOTE: Hand deliver your forms, money, and envelopes to your alphabet counselor. **DO NOT** leave this material on his/her office door!

THE DEADLINE TO REQUEST THE ABOVE MATERIAL FROM YOUR COUNSELOR (IF YOU WANT IT MAILED FROM GREAT BRIDGE HIGH SCHOOL TO EACH COLLEGE/UNIVERSITY PRIOR TO THE WINTER BREAK) IS **MONDAY, DECEMBER 6, 2010**. REQUESTS WILL AGAIN BE ACCEPTED BEGINNING **MONDAY, JANUARY 3, 2011**.
4. First semester grades should be forwarded to each college/university and should be requested at the conclusion of the first semester. In order to request an official transcript with first semester grades, seniors should provide the appropriate counselor with a pre-addressed, STAMPED envelope for each college/university. Listen for the announcements in February!
5. Students registering to take the SAT Reasoning Test, the SAT Subject tests, or the ACT, should request that an official copy of test scores be directly forwarded to each college/university from the testing services. (See SAT and ACT registration form) Please consult each college/university application to determine which SAT Subject test(s), if applicable, is (are) required.
6. Students that wish to participate in NCAA Division I or Division II inter-collegiate sports need to first of all, register with the NCAA Clearinghouse ONLINE. Remember after registering online to download a transcript request form from their site and take it to the appropriate alphabet counselor to send an official transcript. Also, every time you take the ACT or the SATs, remember to CODE 9999 as one of your college and scholarship codes on your registration form.