



The College Application Process

FAST FACTS:

1. **Submit the College Planning Questionnaire/Activity Resume to your guidance counselor as soon as possible so your counselor can write your recommendation.**
2. All *College Application Checklists* (blue sheets) need to be submitted to your counselor at least TEN (10) SCHOOL days before the deadline set by the college. Keep in mind that if a school has a January 1st deadline the application should be submitted to your guidance counselor TEN (10) SCHOOL DAYS before the December break.
3. If you are not using the Common Application, you need to download and print out the counselor recommendation page from the college website. Your counselor needs to sign this page and send it in with your transcript. Please note that some colleges do not have a recommendation page.
4. When you ask teachers to write letters of recommendation, please complete the *Request for Teacher Letter of Recommendation* (yellow sheet) and give one to each teacher at the time of request. You must make sure to allow sufficient time (at least three weeks) for your teachers to complete the recommendations.
5. The list of colleges that are visiting Southampton High School is available on the Counseling Website and posted outside of the in the Counseling Office. It is updated daily.
6. Keep a list of all usernames and passwords in a safe place.
7. Send official SAT and/or ACT scores by visiting www.collegeboard.com and www.act.org.
8. Apply to **at least two “safety schools”** that you would seriously consider attending.
9. Leave yourself enough time before the deadline to follow up with each college you apply to making sure all materials have been received. It may take the college some time to process what has been received. (Note: All application materials are sent with a return receipt card). If something is missing, we can always resend it. **However, in order for your counselor to submit your transcript and counselor recommendation, you must have a completed application at the college/university.**
10. Don't forget financial aid forms. If you are late in filling out and submitting the FAFSA, CSS profile, or the Southampton High School Scholarship forms (green sheets), it can affect the amount of aid you receive. Check the school calendar for the annual Financial Aid Night date.
11. See your counselor often and this process will be easier to manage.
12. **RELAX!! This is not as hard as it may seem and can be fun if you stay on top of things.**

Courtesy of the Southampton High School Counseling Office