

# College Application Process

## # 1 Keep Track of application deadlines!

**\*Please remember students are responsible for knowing all application deadlines, requesting transcripts, and submitting all required application materials to the college by the deadline.\***

2. Complete applications online whenever possible and in plenty of time to meet the deadline (4-6 colleges are the standard per student)

3. Complete transcript requests in School Counseling Office:

- Instate transcripts should be sent by the student through [GA College 411](#).

- Out-of-state transcripts must go through the School Counseling Office. Please bring the address of where to mail your transcript with you when making your request.

- Transcripts are \$2 each in the School Counseling Office. GACollege411 is free.

4 Letters of recommendation are sometimes required from your counselor.

- Complete the senior resume pack and turn in to the School Counseling Office. Resume packets are available in the school counseling office. Most colleges that require recommendations have forms for you to print, bring the form with you when you submit your request.

**- A minimum of 2 school weeks is required for recommendations.**

5. Teacher recommendations are also required by some colleges. Again, a 2 week minimum is courteous and expected. Provide the teacher with an addressed, stamped envelope to mail your recommendation and a copy of a resume or your resume packet to help them personalize your letter.

**All recommendations will be mailed directly to the school or organization that it is written for, or submitted online whenever possible.**

6. Send your test scores well before the deadline. Most colleges require official scores sent directly from the [College Board](#) or [ACT](#) . Students are responsible to register, take, and submit the appropriate test scores for each school that they apply to. There are some selective colleges that require additional SAT II subject test scores. Check all of the requirements for each school you are applying to.

7. Visit before you commit to a school. You are not just choosing a place to take classes; you are selecting your home for 4 years. Be sure it is a place you would like to live.