

# ASCS College Application Procedure

Please read this document carefully and follow the outlined procedure in making your college applications. The application process is extremely important and could “make or break” whether or not you are accepted at your school of choice. By now, you should have a list of 4-8 colleges to which you will apply. One is the “stretch” school, one is the “target” school (acceptance is likely), and one is the “safety” school that you are almost certain to get into. **Every senior must have a safety school.**

Ideally, October 1<sup>st</sup> should be your deadline for all applications. Admissions counselors will love you for this because their workload is much less at this time of the year. Meeting this deadline will give you the rest of your senior year to work on gaining the finances that you need. If you can't make this deadline, then go for a November 1<sup>st</sup> deadline.

**Step 1:** Update your resume, including everything that you are doing in your senior year. List the courses that you are taking in your senior year. It will be very helpful to you as you complete your applications.

**Step 2:** Go to the college or universities' web site and fill out the online application for undergraduate admissions. Please complete it very carefully. There are some parts of the application for in-state tuition rates that your parents should do with you. Read all the instructions carefully and make certain you sign the appropriate forms wherever appropriate. A parent usually has to sign as well. You should make no errors in spelling, grammar or punctuation. All short answer questions and essays should first be typed in a Word document, printed out, edited and proofed by a parent or other trusted individual, corrected, then pasted into the applications. **There should be no exceptions to this procedure!** Up to one third of the time that an admissions official spends examining your application will be evaluating your essay. If you do a poor or even mediocre job on the essay, it could mean that your application is rejected. If the essay (also referred to as “personal statement”) is optional, do it!

**Step 3:** Once the online application is done, you still have work to do! The “supporting documents” need to be mailed to the college. **This mailing will come from the ASCS Guidance Office in one package. Do not make multiple mailings to a college or university.** Fill out the ASCS-College Application Package Request, one per college. Give this to Ms. Ribeiro along with the items that you submit as part of the package. Ms. Ribeiro and Mrs. Patel will take care of the rest. What goes in this package? There are some mandatory items and some will depend upon what the college requires.

## **Mandatory items:**

1. Official school transcript is supplied by the school, along with the ASCS school profile which assists in interpreting the transcript.
2. Student resume- Give Ms. Ribeiro a copy of your resume as this information may be very helpful to her as she assists you with college applications, scholarships and possible awards.
3. SAT or ACT scores- These can either be sent from College Board or ACT, or they can be placed on your transcript by Ms. Ribeiro, if she has an official copy from College Board or ACT.

**Let me know which process you want to use, as I will not place them on your transcript unless you tell me to!** Heads up –there are many colleges today that only accept SAT or ACT scores directly from College Board or ACT.

**Optional items:** (You must find out what each college requires, by looking at their admissions website, as this varies from college to college.)

1. *Letters of recommendation*- Schools may ask for one, two or none. If they don't require any, send one anyway. **It is the student's responsibility to request letters of recommendation** and have them sent to Ms. Ribeiro in a timely manner. Remember to allow at least two weeks, and show gratitude for this favor. Small gifts of appreciation are very appropriate.
2. *Counselor form* (also referred to as *Secondary School Report* or other names)- About 50% of colleges require this form. **ASCS has its own Counselor Recommendation form;** if this is required for your college application, please pick up the form from the Guidance Office, complete your portion and give to Ms. Ribeiro for completion.

Once all of your items for your package are received, Ms. Ribeiro or Mrs. Patel will mail it with school postage.