

# ***ARE YOU ON TRACK?***

Hello, Seniors!

College application time is fast approaching so I want to make sure we're all on the same page as to the procedure of how to get started with the application process and have everything ready in a timely manner for the college application deadlines:

- Check your college's application deadline and then give yourself at least 3 weeks to fill out the application and gather all the materials needed for the application.
- 1. Either create a resume or get a recommendation letter form from the Guidance Office, make about 3-4 copies and give one copy to your guidance counselor, and the others to the teachers whom you have contacted who will be writing you letters of recommendation. Make sure you give whoever is writing you a letter of recommendation at least 2 weeks to get this ready.
  - a. You will need to follow up with the teachers to check in with them to see if they will have their letter written in time for your application deadline.
  - b. It is best that you collect the letters of recommendation from the teachers and then bring them to your guidance counselor for her to send with all the other documents that need to be sent from the school. In speaking with your guidance counselor, please be specific about which letters go to which school.
- 2. Inform your counselor of your schools' application deadlines to be sure they submit all materials on time
- 3. If you are using Common App or the school uses the SENDEU system, you must submit your teachers and counselor as electronic recommenders.
- 4. If the school uses the more traditional application process, you will need to fill out a transcript request form with the name of the school, a counselor recommendation form if the school requires it (will be part of the application if the school requires it), application deadline, and indicate on the form if the counselor needs to submit a letter of recommendation and if they need to wait for you to bring them other letters of recommendation and from who
- 5. University of Maryland allows you to submit your teachers and counselor as electronic recommenders, but the counselor still has to physically mail in your official transcript so even if you submit your counselor as an electronic recommender, you need to fill out a transcript request form and pay \$1
- 6. All transcript request forms must have a parent signature as we are releasing official student information
- 7. Once you have completed your application, you inform your guidance counselor that you are ready for her to submit your school documents. Often, a student will turn in a transcript request form way in advance, and the counselor will mail in the transcript, but if the student hasn't applied and doesn't for a few weeks, then the school will just throw away the materials and then tell the student that they don't have their necessary documents from the counselor once they have finally applied to the school because the school no longer has it since it doesn't have a file started on the student.
- 8. Be patient. Schools are famous for e-mailing students and telling them they are missing documents when in reality, they have them all on a disc that just hasn't been uploaded yet. Check with your counselor (via e-mail is best) to be sure that they have submitted the

necessary documents. If the counselor verifies that they have submitted the material, give the college 2-3 weeks to upload their files and update each applicant's application. If after 2-3 weeks, the school is saying they still don't have the documents, let your counselor know so they can resubmit the information.

9. It is up to you to keep track of your application progress so make sure you're giving yourself and the people who are doing things for you plenty of time to get it all done.