

STEPS IN APPLYING TO COLLEGE

STEP 1. Obtain applications from

- Guidance Department
- College/Career Resource Center CCRC
- Representative at COD or Navy Pier College Fairs
- College/University Admissions Office
- College representative when they visit WNHS
- Visiting the University
- On the internet
- Use a “common application” available online

STEP 2. Complete application

- Type or print in black or blue ink
- If essays are required, seek review by teachers and counselors.
PROOFREAD!

STEP 3. Request teacher recommendations early if required

- Give them at least **2 weeks** notice.
- Complete Falcon Information Brag Sheet found in guidance
- Recommend they turn in completed letter to guidance in a timely fashion. Be sure to check back in 2 weeks to see if it's completed.
- Some teachers prefer to mail themselves. Give an addressed, stamped envelope and check back in 2 weeks to see if it's mailed.
- **THANK THEM!**

STEP 4. Fill out transcript request form

- Forms are located in Registrar's office or online at www.wnhs.org. Go to “counseling” then “Registrar”, then click “transcript request form.”

STEP 5. Return EVERYTHING – to your counselor

- Completed application
- Secondary School Report form (counselor will complete)
- Letters of recommendation
- Student Essays
- College/University application fee
- There is a \$5.00 charge for each transcript request. (cash or check made out to WNHS will be accepted.)
- Application must be turned in **AT LEAST 10 SCHOOL DAYS BEFORE APPLICATION DEADLINE!!!**

NOTE: \$5.00 Transcript fee covers postage, materials and processing fee. **DO NOT** give us a pre-addressed envelope with postage.

STEP 6. Online Application Procedures

- Remember to allow at least **10 days** prior to application deadline!
- You must follow the individual college/university procedures **AS WELL AS** Wheaton North Procedures.
- Complete and submit Wheaton North transcript request form including the \$5.00 transcript fee.
- Forms are located in Registrar's office or online at www.wnhs.org. Go to "counseling" then "guidance department", then click "transcript request form."
- Be sure to print and submit any **counselor signature forms** to your counselor. **Your application will not be complete without them!**
- Print out a copy of your completed on-line application AND call or email the college/university to confirm their receipt of your transmission.

STEP 7. If your application requires a counselor recommendation

- Complete the top of "Counselor/Secondary School Recommendation" form.
- If necessary, make an appointment so we can interview you.
- Fill out Falcon Information Brag Sheet if you have not done so.

Some schools close admissions early. For example the priority filing for University of Illinois is November 1st and Illinois State and Northern Illinois is November 15th, so apply early!!!

STEP 8. MID-YEAR REPORTS

- Some schools require a mid-year report. **Give the appropriate forms to your counselor.**
- You will need to complete another transcript release form.
- **If you are using a Common Application**, you'll need a separate copy of application and secondary report form for each school you are applying to.

STEP 9. KEEP STUDYING!

- Some schools may want to check 7th semester grades before making admission decisions.
- You must notify a college if you drop classes after you have applied.
- A final transcript will be sent to the college with 8th semester grades.
- Colleges are looking for a strong and rigorous senior program.

SENDING ACT/SAT SCORE REPORTS:

- **Test scores are not on your transcript.**
- **Colleges will not process applications until they receive your test scores.**
- **ACT Scores- must specify which test score to send**
- Go to act.org
- Be sure to specify the month/year for the specific score you want sent
- For those who took 2 April ACTs, the PSAE ACT was 4/28/2005.
- **SAT Scores- All scores will be sent**
- Go to www.collegeboard.com

***Colleges will always take the better score!**

FINANCIAL AID FORMS (FAFSA and CSS PROFILE)

FAFSA

- Do not rule out the possibility of attending colleges based on cost until researching all forms of financial aid. The College/Career Resource Center has many resources on financial aid.
- All colleges require filing of the Free Application for Federal Student Aid (FAFSA).
- A limited number of forms will be available in the guidance office some time after December.
- You can begin filing for financial aid after January 1, 2006 since the forms rely on 2005 tax information.
- The FAFSA website is www.fafsa.ed.gov. Online **Applications are encouraged!**
- To apply online you need to obtain a PIN #. Apply for a PIN in October/November at www.pin.ed.gov.
- Apply online after January 1, 2006.

CSS PROFILE

- Many private colleges also require completion of the College Scholarship Service (CSS) Financial Aid Profile.
- Registration forms for the CSS Profile are available on-line at www.collegeboard.com

INSTITUTIONAL FORMS

Some colleges have financial aid forms individualized by that institution. Check with each college to which you have applied to.

ATHLETIC SCHOLARSHIPS (NCAA)

All athletes expecting to participate in athletics at the collegiate level should submit their transcript to the NCAA Clearinghouse.

Forms are available in the Guidance Office or www.ncaaclearinghouse.net.

You must print the form to send with an official transcript and turn in with completed transcript request form to the registrar.

Have official test scores sent to NCAA- code 9999

YOU HAVE RIGHTS!

- It is your right to wait until **May 1st** to make your college selection.
- If a college pressures you to make an enrollment deposit or accept a financial aid or scholarship offer before May 1st notify your counselor. (This is different from housing deposits.)

YOU HAVE RESPONSIBILITIES!

- Meet all application deadlines set by colleges.
- Make your final college choice and notify the college you will attend by May 1st.
- Notify the colleges you are NOT attending by May 1st.
- **YOU MAY MAKE AN ENROLLMENT DEPOSIT ONLY AT 1 SCHOOL.** (This does not apply to housing deposits. Although, check to see if they are 100% refundable and by what date before sending).

TYPES OF APPLICATION PROCESSES

Early Decision: In this process, a commitment is made by the student to the institution that, if admitted, the student will enroll. The student may apply to other colleges, but only one can be an Early Decision application. If accepted to your ED school, you **MUST** withdraw ALL other application offers.

Early Action: This process permits a student to submit an application to an institution of preference and receive a decision during the senior year, well in advance of the normal response dates in the spring. The candidate is not committed to enroll at that particular institution. The student may apply to other colleges.

Regular Deadline: There is a specific deadline for applying. The student is usually notified of the admissions decision by April 1 or April 15. The student, in turn, must notify the colleges by May 1 as to whether he/she will attend or not attend.

Rolling Admissions: The college notifies the applicant as soon as the application has been processed, usually in four to six weeks. It is to the student's advantage to apply early; however, some colleges may defer a decision until they receive seventh semester grades.

ADMISSION DECISIONS

Accept

The applicant is formally admitted to the college or University

Deny

Admission was not granted

Defer

The college or university determines that more information is needed to make a final decision about the applicant. They will often want to see the seventh semester grades and/or new test scores.

Wait List

If a student is notified that he/she is on a waiting list, this means that the college has many more qualified students than they can accept. There are specific strategies that help when students are waitlisted. Therefore, students should seek the help of their guidance counselor.