

## COLLEGE APPLICATION PROCEDURE

### Should I apply on-line or use a paper application?

The Penn High School Guidance Department strongly urges students to use on-line college applications. We have found that paper applications can get lost or remained unopened as admissions offices get overwhelmed with mail.

If you do not have access to the Internet or do not have a credit card to pay the application fee you may still use a paper application.

### If you apply on line:

#### Step 1 Fill out the on-line application

- Some colleges have their own on-line application. For this type of application go to the college website and look for undergraduate application for the year in which your student will begin college. **At the end of the on-line application you will see the instructions to “download the counselor portion and give it to your counselor”. DON’T DO THIS. GO TO STEP 2.**
- Some colleges use an application called the “Common Application”. For this application go to [schoolforms.commonapp.org](http://schoolforms.commonapp.org) Make sure you read all steps involved, especially the section on sending requests to teachers and your counselor.

#### Step 2 Send your transcript electronically

- For on-line college applications log on to [www.docufide.com](http://www.docufide.com) to use the E-Transcript system. If you have not previously registered for this online service, do so now. There is no fee for this secure on-line service. Request that a transcript be sent to the college to which you are applying. **This request will automatically generate an on-line counselor portion of the application to your counselor.** Students are alerted by e-mail when we receive your request, again when we send your transcript and a third time when the college receives your electronic transcript. NOTE: Because this system requires that school personnel be on duty, your transcript will not be sent on weekends or holidays.
- For the Common Application the request you have sent to your counselor will generate an on-line form for us to fill out. We are able to upload a transcript and letters of recommendation to this document. You do not have to do an e-transcript if you are using the Common Application.

#### Step 3 Send your SAT or ACT Scores

- When a student registers for the SAT or ACT he or she can request that the test companies automatically send the scores to several colleges or universities. If you did not do this, log on to [Collegeboard.com](http://Collegeboard.com) or [ACT.org](http://ACT.org) and request that your scores be sent.
- **When applying to college the student is responsible for contacting ACT.org or Collegeboard.com to request that his or her scores be sent.** While Penn High School should get a copy of your scores, sometimes the report is delayed or omitted.

**If you apply using a paper application:**

You must allow 10 school days to process your application.

**Step 1**

Go to the college website and print the application. Most colleges no longer supply applications. You must print it yourself.

**Step 2**

Neatly fill out the application using blue or black ink

**Step 3**

Bring the completed Application, 2 stamps and an addressed envelope to the College/Career Recourse Center (CCRC) Secretary.

**Step 4**

In the Resource Room you will find a "College Application Cover Sheet" (blue paper). Fill out the cover sheet and paper clip the cover sheet to your application.

**Step 5**

Give the application with the cover sheet on top to the CCRC Secretary. The secretary will add a transcript, senior schedule, an academic profile of Penn High School and any letters of recommendation that have been dropped off by your teachers.

**Step 6**

The CCRC Secretary will see that your guidance counselor completes the Secondary School Report portion of the application.

**Step 7** If you have not already requested that the Collegeboard or ACT send your scores to this college, do so now. Log onto collegeboard.com or act.org or call with your request. **When applying to colleges and universities the student is responsible for contacting ACT.org or Collegeboard.com to request that his or her scores be sent.** While Penn High School should get a copy of your scores, sometimes the report is delayed or omitted.

**Step 8**

We will mail your application if you have supplied stamps and an envelope.