


## 12 Steps to Follow

1. Visit Colleges/Finalize SAT/ACT Testing
  2. Complete and Return Student Profile Packet
  3. Prepare Resume
  4. NCAA (for Athletes)
  5. Request Recommendation Letters, Transcripts, Reports (Two weeks ahead of time)
  6. Obtain and Complete College Applications
  7. Write Essay (when required)
  8. Mail Applications
  9. Follow up with Registrar and Counselor
  10. Check with College to Confirm Receipt of Online Document
  11. FAFSA (Financial Aid) in January
  12. Pursuit of Scholarships
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## Applying Online

### 3 Ways to Apply:

Apply Texas Application      <http://www.applytexas.org>  
(also available in the  
counseling office)

Common Application      <http://www.commonapp.org>  
(for specific schools  
outside of Texas)

Campus Websites      Freshmen Admissions Link

### Important Tips:

- Neatness definitely counts.
- Print out a copy of your application before you send it.
- Ask several people to proofread your application before sending it.
- Make sure you include as much information as you can. Details count. For example, if you are an Eagle Scout, don't just list Eagle Scout. Also list all of the community service and leadership activities associated with being an Eagle Scout.

## **Resume Tips**

- ◆ Make it easy to read.
- ◆ Always begin with your personal information.
- ◆ Use a chronological format beginning with most recent year.
- ◆ List school and related activities and leadership positions.


## **Checklist for Essays**

- √ Be Concise = 500 words or less
- √ Be Honest = no “gimmicks”
- √ Be an Individual = set yourself apart from peers
- √ Be Coherent = make sense and address the topic
- √ Be Accurate = error free writing

## **Early Decision vs. Early Action**

Early decision is a binding agreement, which means you must attend that college or university if accepted and given a reasonable financial aid package. It is not a good idea to apply if you're worried about financial aid or if you're curious about other schools.

Early action has no real disadvantages. Admitted students have no obligation and may still apply to other schools. A decision to accept admittance does not have to be made until May 1st.



### **Recommendation Letters... Step by Step**

Complete and return your senior profile to your counselor.

Give teachers and your counselor at least 2-3 weeks to write recommendation letters and complete their portions of the applications.

Provide complete information including your full legal name and social security number.

Make sure your part of the application is complete...signatures and etc..

Request official transcripts if needed with letters.

Give **teachers** a stamped envelope.

Check frequently to make sure the recommendation writer has all needed information.

Remember to send a thank you note to those who write on your behalf.

### **Application Process...Final Thoughts**

Apply early-many colleges want applications before Thanksgiving.

Create a file for each college you apply to. Make copies of everything you send to each college and keep these in your files along with any information they send you.

Make several contacts with the school of your choice. The more you email admissions, advisors, and student affairs, the more interest you show.

Visiting the school of your choice can also show interest. Dress to impress and have questions ready. Visit more than once if possible.

Proofread everything you send to the colleges. Paperwork is all the admissions office knows you by at this point.

If essays or extra opportunities are offered through the application as optional, do them.