

COLLEGE APPLICATION PROCESS FOR PLANT STUDENTS

STEP 1: Student submits college application online on the college's website, on www.coalitionforcollegeaccess.org, or on www.commonapp.org. Make sure you submit all required materials such as essay, resume, fee, etc.

STEP 2: Student requests their SAT and/or ACT scores be sent to each college. **Please research the test score requirements of your colleges.** If required, official scores must be sent directly from Collegeboard (www.collegeboard.org) or ACT (www.act.org). Scores can take 2-4 weeks to get to the college so request NOW! **Plant transcripts do NOT include test scores.**

STEP 3: Student submits transcript request on Naviance Student. Log on to your student account on student.naviance.com/planths. Click on "colleges" then "colleges I'm applying to." Make you all of your colleges are listed. If they are not, add them. If you are applying using the Common Application, you must enter your Common App username and password in the box and click "match". If not, skip that step. Then, click on "+ Request Transcript" then check the box next to the type of transcript you want us to send (initial: freshman through junior year grades, midyear: freshman through first semester of senior year grades, final: freshman through end of senior year grades) and choose your college from the dropdown menu. NOTE: Midyear and final transcripts are not available until February and June respectively. Click "Request and finish." **Transcripts should not be sent more than a month before you submit the application.**

Most students will be done after STEPS 1-3. Only some colleges require recommendations. It is your responsibility to research requirements at each college.

STEP 4: If a teacher recommendation and/or counselor recommendation is required, please see pages 13-14 of the handbook for specific instructions. There are specific deadlines for when these items need to be requested: see pages 2-3 of your handbook.

IMPORTANT INFORMATION ABOUT THE APPLICATION PROCESS

- All of your college applications should be completed during the 1st semester so you can focus on housing, financial aid, and scholarships during the 2nd semester.
- Submit applications even if you are waiting to take a fall SAT or ACT. Colleges will recognize when you have updated scores sent in. Make sure you have at least one test score sent to the college by their deadline.
- There is no such thing as "one perfect school" or a "sure bet," so make sure you apply to a variety of colleges.
- Submit only what is required by the college. Do not be overzealous by sending more recommendations than required.
- **PROOFREAD** the application before submitting online.
- If a teacher recommendation is required, ask an academic teacher or a teacher of a specific discipline (i.e. drama teacher if applying to a drama program). Be respectful of their time constraints and ask them **EARLY!**
- It is the student's responsibility to follow up with the teacher to ensure he/she sent the recommendation by the college's deadline. Always send them a thank you note or email for writing on your behalf.
- On the application form, it is recommended to waive your right to view the recommendation letters. This gives more credibility to the recommendation in the eyes of the college.