

GETTING INTO COLLEGE

Application Forms:

- Make a copy of the application form and use the copy for a rough draft
- Type the application if possible. Most schools offer downloadable applications on their websites, so students can fill them out on the computer and print them for signing.
- Double-check responses, making sure you have all required signatures
- Make copies of everything
- Make sure correct application fee is forwarded to the college

Official Transcripts:

- Lists student's courses and grades from ninth grade
- Must be requested through the College Office and sent directly from the high school to the college
- May be sent with or without the application

Test Scores:

- SAT, ACT scores are listed on the official transcript and this record is often accepted by colleges.
- If the college requires the score be sent directly from the testing organization and you did not list it as one of the schools to which scores were to be sent, you may contact the CollegeBoard at 609-771-7600 or 800-SAT-SCORE and the ACT at 317-337-1270.

Recommendations:

- Generally 2 recommendations are required for each application.
- Students should ask those teachers who know their strengths and should be considerate when requesting a recommendation.

Essays:

- Start early, deadlines may become overwhelming during the application season.
- Read over the list of questions thoroughly and, if there's a choice, think about which one you could provide a strong case for.
- Make an outline first to organize your thoughts.
- Give special attention to creating a strong introduction, supporting arguments and an appropriate conclusion.
- Proofread, proofread, and proofread again! Make sure someone else has reviewed the essay before you send it in.

What Schools Look For:

- Grade Point Average (GPA)
- Class Rank
- Strength of Subjects
- SAT &/or ACT scores
- Recommendations
- Awards
- Personal Essays
- Interviews
- Non-academic accomplishments, such as participation in clubs, community organizations, volunteer groups and leadership positions. Keep in mind, that schools generally look at the scope and depth of a student's experience rather than relying on sheer numbers.
- Meeting deadlines by providing yourself and your high school ample time to complete and forward applications and all required materials. Very often, priority in terms of financial aid, housing, course selection, etc., is given to those whose applications are received in a timely manner.

College Application Process Information Sheet

Need To Know:

1. High School/Secondary School Information: St. Joseph by-the-Sea High School
5150 Hylan Blvd.
SI, NY 10312
718-984-6500
CEEB # 335-383
Parochial/Religiously Affiliated
School
2. College Applications Require: Personal Information
School Information
SAT/ACT scores (sometimes PSAT)
Cumulative GPA
Cumulative Rank
Official Transcript
Resume of Activities
Essay
Teacher Recommendations
3. Your Transcript Contains: Final Averages From 9th Grade To
Present
Cumulative GPA
Cumulative Rank
All Standardized Test Scores

Attendance History
List of Activities (Once Updated in Senior Year)

4. Recommendations:

Usually 2 are required
Most schools accept the form we provide
Must be provided by Oct. 3
Fill out all information neatly in blank ink
Check one of the waiver boxes
Must ask teacher – don't place in his/her mailbox
Check with Guidance counselor to make sure your recommendations are in your file before you submit any applications or transcript requests

5. SAT Scores:

Must include H.S. code on application for us to receive your scores (335-383)
May be required to be sent directly from CEEB to certain colleges (CEEB = testing center)
Best scores are combined

6. How to Submit Applications:

Electronically
By Mail
In Person

7. How To Request Transcript:

Must see Guidance Counselor
Must submit a fee of \$4 per Request (exact amount)

8. Counselor will mail:

Application if submitted
Official Transcript
Recommendations on file
Any Counselor Reports Submitted
Current Report Card if available

9. Deadlines

