

THE COLLEGE APPLICATION PROCESS

- **Regular Admission**
 - Submit an application to an institution by a specified date
 - Admission decision received within a reasonable and clearly stated period of time
 - A student may apply to other institutions without restriction
- **Rolling Admission**
 - An institution reviews applications as they are completed
 - Admission decisions are rendered throughout the admission cycle, usually within 4-6 weeks after your application file is complete
 - A student may apply to other institutions without restriction
- **Early Action (EA)**
 - Students apply to an institution of preference usually by mid-October to mid-November
 - Admission decisions are received well in advance of the institution's regular response date
 - Students who are admitted under Early Action are not obligated to accept the institution's offer of admission or to submit a deposit prior to May 1
 - A student may apply to other colleges
 - This gives you time to compare colleges, including their financial aid offers, before making a decision

The admission decision below allows institutions to limit students from applying to other early plans.

- **Early Decision (ED)**
 - Students make a commitment to a first choice institution where, if admitted, they definitely will enroll.
 - Institutions with Early Decision plans may restrict students from applying to other early plans
 - Institutions will clearly articulate their specific policies in their Early Decision agreement
 - While pursuing admission under an Early Decision plan, students may apply to other institutions but may have only one Early Decision application pending at any time
 - The institution must notify the applicant of the admission decision within a reasonable and clearly stated period of time after the Early Decision deadline
 - ***By applying under an ED plan, you have made a commitment to attend that college and surrendered the right to wait until May 1 to make a decision***
 - The institution will respond to an application for financial aid at or near the time of an offer of admission. Should a student who applies for financial aid not be offered an award that makes attendance possible, the student may decline the offer of admission and be released from the Early Decision commitment.

APPLYING TO COLLEGE

- **PAY ATTENTION TO ALL DEADLINES!**

- Stay organized! Use this [college checklist](#) to keep track of important information
- Submit ***at least two weeks in advance*** requests for forms/letters to be completed by a counselor or teacher. A last minute request will not allow us to do a thorough job if a recommendation form or letter is needed.

- **Apply Early and Online**

- Colleges prefer on-line applications
- Read the application instructions completely before you apply to avoid missing important steps

- **Send Transcripts**

- ALL colleges require students to send an official copy of their high school transcript upon application to the college
- To request an official copy of your transcript to be sent to a college:
 - Access your Naviance account at student.naviance.com/nghs
 - Go to Colleges I'm Applying To
 - Mark the colleges to which to send a transcript
 - Click, above the list of colleges, the +Request Transcripts
 - Complete the information required on the next page, and choose submit
 - The cost is \$5 per college. This fee covers both the initial and mid-year transcripts
 - Access www.mypaymentsplus.com to pay the transcript fee.
 - Go to School Fees, then find Request Naviance Transcript
 - Enter the number of transcripts needed (one for each college, one covers all Common App schools)
 - Submit payment

*NOTE: As you approach senior year, you need to be aware that the name and Social Security Number (SS#) on your transcript and the name and SS# that you use when completing college applications and financial aid applications senior year **MUST MATCH!!** Otherwise, you will run into problems with your college admission, HOPE Scholarship and securing other financial aid awards. Please check and make sure that we have the correct SS# for you.*

- **SAT/ACT Scores Reported to Colleges**

- You arrange to have SAT and ACT scores sent directly to the colleges on your list by completing the appropriate sections of the SAT and ACT online registration
- Scores may be sent after the test by request for an additional fee through
 - SAT: www.collegeboard.com
 - ACT: www.act.org
- You may choose which scores, or all scores, to be sent to which colleges

- **At the end of your senior year**, you must pick up your final transcript and mail or deliver it to the college you have chosen to attend.