

COLLEGE + TRADE PROGRAM APPLICATION INSTRUCTIONS

Here are the steps for applying to colleges or trade programs:

1. Narrow down your list of programs that you want to apply to. Most students should apply to between 3-5 colleges or trade programs.
2. Visit the website for each college to understand their application process. There are 3 different ways that colleges use for applications:
 - a. Common Application - You can access this through Xello; for help on how to apply through the Common App on Xello, see this [helpful student guide](#)!
 - b. Apply Online - Many colleges have their applications online through their websites. For a list of websites for local colleges, see the [Life After SPA page](#) on our website, or during College Application Month, you can find the websites linked in the [list of Colleges who are waiving application fees](#) through mid November.
 - c. In person - many trade schools do not have a paper or online application process, instead they prefer to meet with you face to face to do an intake or admissions appointment.
3. Recommendations - if the college or program you apply to requires a recommendation you **MUST** be sure to follow the college or trade program's procedures for requesting them. ***You should ALWAYS ask the recommender if they are willing to write your recommendation before you submit your application!***

The most common ways that these schools ask for recommendations are:

- a. Common App - The Common App will ask you to provide the recommender's name and email; once submitted, they will send an email to the recommender asking them to submit their recommendation.
 - b. Online Submissions - Some programs with online applications will ask you to submit the name and email of your recommender online, and then they will email them. Others will just ask that you have them send their letters to the program by mail.
4. Counselor Report - Some colleges will require a counselor report to be completed, if they do, be sure to download the form, sign it, and forward to your school counselor!
5. Transcript - All programs will require an official transcript to be sent; please use the [Transcript Request Form](#) to have your transcript sent to the schools you apply to. Submit one form for each college or program you apply to.
6. Complete the ["I applied" form](#) to let us know that you applied to a program for Life After SPA!
7. Be sure to complete the [FAFSA](#) as early as possible, but definitely by March 1st! If you need help, email your school counselor to set up a one-on-one FAFSA session, or watch this [helpful video](#)!

College Admission Links

Click on any link below to be taken to the application page for that college.

[Del-Tech](#)

[Delaware State University](#)

[DCAD - Delaware College of Art and Design](#)

[Wilmington University](#)

[Goldey-Beacom College](#)

If you are interested in applying for University of Delaware please contact your School Counselor Ms. Malmstrom or Ms. Applegate.