

Steps to Completing Your College Applications

There *may* be up to four parts of an application:

- 1) The application itself
- 2) The high school transcript
- 3) ACT or SAT scores
- 4) One or more teacher recommendations

1) The application

- a. It can be completed and submitted when done (you don't have to wait for transcripts, test scores or teacher recs to be submitted).
- b. It must be submitted by whatever deadline the college lists, so make sure you are aware of the deadlines for your colleges.
- c. Remember, *your New Trier post-high school counselor is available to go over any applications and essays with you before you submit.*

2) High School Transcript

- a. Request forms are available on the front desk of the PHSC office.
- b. A transcript request form must be completed **one month prior** to the published deadline for each college to which you apply to ensure ample time for your phsc to (when required) write your counselor letter of recommendation, as well as allow time for delivery and processing of records.
- c. Completed forms are to be turned in to the front desk with payment. Your first three individual transcript requests are paid by the senior fee bill.
- d. Each additional transcript request incurs a \$5.00 processing charge.
- e. PHSC accepts cash, checks (made out to "New Trier") or credit card (Visa, Master Card, Discover).
- f. *Seniors do not use any online request forms – those are for alumni only.* Your post-high school counselor wants to see you to make sure you are using the correct forms, and walk you through the additional steps that may be required for some applications.

3) ACT or SAT Scores

- a. We recommend score reports be ordered **one month prior** to the published application deadline to ensure ample time for delivery and processing.
- b. New Trier will not send score reports as they are owned by the test taker. Please log into your ACT or SAT testing accounts to order score reports to be sent directly to your colleges.
- c. Students can still sit for Fall tests. A score must be on file by the deadline to ensure an application is "complete" but later scores can typically still be submitted after the deadline so long as they are received before a final decision has been made.
- d. *AP scores are not sent to colleges until the student knows where he or she will enroll.*

4) Teacher Recommendations

- a. Coordinated by the student. Please provide teachers notification AT LEAST one month prior to the published application deadlines.
- b. Fill out at least the front side of the yellow sheet from the Post-High School Counseling Office as a means of communicating your deadlines and submission instructions to your teachers.
- c. Do not invite teachers to your applications before checking in with them, unless your teacher has instructed you otherwise.
- d. Please only submit the number of recommendations each college requests. Unless one teacher will say something markedly different about you than the other teacher, do not add recommendations. More is not better, and can waste the time of the admission evaluator as well as your teachers.
- e. *Please refrain from checking in to see if teacher recommendations are done.* Your common application account posts when letters are submitted.
- f. You do NOT have to wait for a teacher to submit a letter for you to be able to submit your completed application. You need only have invited and assigned him or her to your application.