

# APPLYING TO COLLEGE

## Information for ZHS seniors

"Class of 2012"

September 2011

Mrs. Workman, Counselor

There is a lot of material published on the college process. In a nutshell, and edited for your benefit, the basics of the college application process are as follows:

### **WHEN SHOULD I APPLY TO COLLEGE?**

(PAGE 1)

### **WHAT IS REQUIRED?**

(PAGE 1)

### **HOW DO I GO ABOUT THIS?**

(PAGE 1)

### **WHERE DO I GET APPLICATIONS?**

(PAGE 2)

### **OTHER THINGS TO CONSIDER**

(PAGE 2)

- How many colleges should I apply to?
- Importance of deadlines
- Applying online
- Official transcripts
- Academic scholarships
- Recommendations
- FAFSA

### **WHEN SHOULD I APPLY?**

Applications can be sent in at any time during the fall semester. There may be individual colleges that accept applications late into the winter and early spring. A good rule of thumb is to apply by Thanksgiving, with just before Christmas break being the latest time to apply. Each college has its own application deadline. **CAREFULLY CHECK FOR THE APPLICATION DEADLINE!**

### **WHAT IS REQUIRED?**

All four-year colleges require:

- \* 4 units CP English
- \* 3 units social studies
- \* 3 units math (must include Alg I, Geom, Alg II)
- \* 3 units science (must include 2 labs, i.e. CP biol and chem)
- \* 2 units foreign language
- \* 1 unit of fine arts

All four-year colleges require:

- The completed application form
- Your official high school transcript
- An application fee (check or money order)
- Test scores from the ACT or the SAT

Some colleges also require one or more of the following:

- College preparatory completion form (state universities in Ohio require this)
- Counselor recommendations / secondary school report
- Letters of recommendation from teachers or other adults

### **HOW DO I GO ABOUT THIS?**

If you are using a paper application, it is best for everything (with the possible exception of ACT and SAT scores) to arrive at the college admissions office in one envelope. Therefore, bring the application, a check for the application fee, and other required materials to Mrs. Workman. It will be checked for completeness, an official transcript will be enclosed, and it will be mailed.

**REMEMBER YOUR APPLICATION DEADLINE:**

**ALLOW ME AT LEAST THREE DAYS TO PROCESS YOUR APPLICATION.**

## **WHERE DO I GET APPLICATIONS?**

College applications come from several sources. ALMOST ALL COLLEGES PREFER ONLINE APPLICATIONS; but there are other sources. These sources include:

- College admissions offices (write, call, visit, or request the application online)
- ZHS guidance office (we have only a limited number of colleges sending us paper applications; again, colleges are going paperless);
- College admissions representatives who visit ZHS through the month of November
- College representatives who participate in the College Day at Zane State/OUZ on October 14th
- Apply online.
- You can often print an application from a college's website

## **OTHER THINGS TO CONSIDER:**

**HOW MANY COLLEGES SHOULD I APPLY TO?** - Basically, the number of colleges should be reasonable. Three is average, but not necessary. If you apply to several colleges, make sure one of them is a "safe" college, one to which you are sure to be admitted.

**DEADLINES ARE IMPORTANT** - Watch them carefully! If you miss deadlines when applying for admission, for financial aid, or for scholarships, it usually means that you are out of the running, no matter how qualified you are.

**ONLINE APPLICATIONS** - Do not forget to tell me and request that I send an official transcript to the college to which you have applied. If you would like to send me an email requesting I send a transcript after you have submitted your application online, my email address is [caworkman@zanesville.k12.oh.us](mailto:caworkman@zanesville.k12.oh.us).

**AN OFFICIAL TRANSCRIPT** is one that is mailed directly from the guidance office to your college of application and bears the raised ZHS school seal. Transcripts given to students will not have the raised seal and therefore will be unofficial.

**ACADEMIC SCHOLARSHIPS** may require a separate application. Read the college information carefully to make sure that you will be considered if you qualify. Some colleges consider all applications automatically, some require a special application, while some have early application deadlines for scholarship candidates. CHECK FOR THESE DEADLINES!

**RECOMMENDATIONS** are required for *some* college applications and for *some* scholarships. Consider carefully who you ask to write a recommendation, if you have a choice. If you have a form, complete the top portion with your name, etc. If you ask for a letter, write down the name of the college or scholarship and where the letter is to be submitted. Be sure to give the person writing the recommendation a deadline.

**The FAFSA (Federal Application for Free Student Aid)** is a form that colleges require of all applicants applying for and being considered for financial aid. Each college has its own deadline as to when this form should be filed. The FAFSA is usually shipped to high schools in December and CANNOT BE SUBMITTED UNTIL AFTER JANUARY 1, 2012.

*This information is intended to be a guide as you go through the college application process.  
I am always available in guidance to answer your questions.*