

COLLEGE APPLICATION PROCEDURES

In general, when students are applying to college, they will complete their applications online. Some schools will still accept a paper application but the trend is moving toward completing the application online. Online applications are found on the college website. If the school offers a paper application, you will have an option to print it directly from the school's website, request to have one mailed to you, or look in the college section of our library. Whether applying online or using a paper application, **Providence must send a copy of your transcript and our school profile to each of the colleges to which you apply.** Some schools have made the decision to utilize the Common Application (Common App). The Common Application enables you to complete one application but send it to any of the schools who subscribe or accept the Common Application. The Common Application, for our purposes, must be submitted electronically and can be accessed at www.commonapp.org. Regardless of which application process you are using, the following procedures must be followed:

1. Paper applications should be printed, neatly and legibly. If you are submitting an essay or a personal statement, include your name and ID number or social security number on it. Make sure signatures appear where requested as they will not be accepted and processed without them. All paper materials must be submitted to Mrs. Campbell 10 days prior to any deadlines. Paper materials are processed on a first-come, first served basis so there is no guarantee that those submitted late will arrive on time. Please check published deadlines very carefully on the school's admissions page of their website.
2. If you are applying online, make sure to check your work before submitting. Once you click on submit, you cannot make corrections and resubmit. Print out the counselor verification form if the school has one. Remember your user id and password because you will need it to log back in and check the status of your application. Print a copy of the completed application for your records.
3. Whether applying by paper or on-line, an envelope, properly addressed to the Admissions Office of the college to which you are applying and correct postage must be provided along with any supplemental forms such a counselor verification/evaluation sheet.
4. An Application Tracking Slip must be completed for every application that is being submitted whether paper, online, or Common App. Tracking Slips can be found on Mrs. Brassil's counter, in Mrs. Campbell's office, or printed from the PCHS website. You will find it on the Guidance page under the Senior Forms link. The completed Tracking Slip needs to be paper clipped to the envelope you are providing and given to Mrs. Campbell or Mrs. Brassil.
5. The above procedure applies to any scholarship application.
6. If you are applying to a school that only accepts the Common Application, all materials are submitted electronically. We will not be accepting paper Common Applications. Mrs. Campbell must be "invited" under the School Forms Section so that she can complete the required counselor paperwork on behalf of the student. If a teacher recommendation is required, the student must also "invite" the teacher from whom they have already requested a letter of recommendation under the School Forms Section. When "inviting" Mrs. Campbell or a teacher make certain to type in their correct e-mail address which can be obtained from the PCHS website under the personnel directory link. Many Common App schools also require that you submit a Supplemental Form. Make sure to read through the admissions

criteria and requirements very carefully so as not to miss a step. If all required materials are not submitted, the application will not be reviewed for admissions.

7. All ACT and SAT scores that have been reported to us appear on the transcript. Some schools require that the ACT and SAT scores be sent directly from the testing agency. A list of the schools that we are currently aware of who require that the scores be sent directly is listed below. If you are not certain, this information is provided on the school's admissions page of their website. In order to have your ACT scores sent directly, you will need to go to www.actstudent.org and log in under your existing ACT account, click on send scores, and then follow the prompts. To have your SAT score sent directly you will need to go to www.collegeboard.com and log in under your existing SAT account, click on send scores, and then follow the prompts to have your score sent. Each score report request will incur a fee.
8. Some schools also require a preliminary financial aid form. Include it but be aware that this form does not substitute for the FAFSA to be submitted after January 1.
9. If the school(s) to which you are applying, **require** a teacher letter of recommendation, you must complete the Teacher Letter of Recommendation Request Form and submit it to Mrs. Campbell for approval prior to requesting the letter of recommendation from the teacher. This is required whether you're applying by paper, online, or common app. Once Mrs. Campbell approves the request, you may submit it to the teacher. It is important that you give the teacher plenty of time; two weeks is preferred. When submitting the form to the teacher, provide an envelope with your name on it and the name of the school(s) for whom the teacher is writing the letter. This envelope along with the letter(s) is then returned to Mrs. Campbell along with your other paperwork (i.e., tracking slip, stamped addressed envelope). If the letter you are requesting is for a school that you are applying to by Common Application, then you need to "invite" the teacher via the School Forms Section of the Common App providing the teacher's e-mail address. The teacher will receive an e-mail notification and instructions to submit his/her evaluation along with the letter of recommendation electronically. If you would like to receive a copy of the letter, you will need to request that of the teacher.

IF EVERYONE COOPERATES WITH THE SYSTEM, EVERYONE'S INTERESTS ARE SERVED.

Schools that currently require ACT and SAT scores to be sent directly from the testing agency:

University of Illinois at Urbana-Champaign

University of Wisconsin, Madison

Purdue University

University of Iowa

University of Michigan

Michigan State University

Ohio State University (writing portion is considered holistically for admissions)

Miami University, OH/Miami of Ohio

Xavier University

University States Naval Academy/Air Force Academy/West Point Military Academy

Villanova University

Creighton University – ultimately if admitted and attending

University of Notre Dame

Northwestern University

Washington University – not specifically stated but referenced throughout web-site with codes provided