

College Application Guidelines



Spring 2003

Section 1



The Application Packet

By September you should have 5 or 6 applications in hand that you have received from the colleges/universities you will apply to this year. If you do not have any applications by this time start contacting colleges/universities. Remember that many colleges have websites and you are welcome to download applications and/or apply on line. If you can not find an application for the college you are interested in, you may use the Common Application if that college is a member institution. This application is on the web and you can download it.

Application Forms:

There are a few different **types** of applications. Now you can type out a paper application specific to the college and mail it in, use a common application if accepted by the college or apply on line. If you download applications from the web or apply online, remember to always check for forms that need to be completed by teachers and counselor. Whether you apply online or mail in your application the following rules apply:

- The most basic application (i.e, LSU) requires that you complete the College Application form with some personal and academic information, attach a check for the application fee, and mail the application back to the college. You can apply to LSU online. You must remember to print off the confirmation/signature page, sign it, and if you did not pay the application fee online with a credit card, you must attach a check to the signature page and mail it in to LSU.
- The next type of application has several pieces to it.
 - a. You may have only received **Part I**, which requires you to fill out basic information, attach a check for the application fee and mail the form back to the college before you can receive **Part II**. Do this quickly because it may take several weeks before you receive **Part II**.
 - b. **Part II** will include several forms to be filled out by your teachers and counselor, and will ask **you** to write one or two essays to complete the application.

- The Common Application and most major university applications will be in a booklet form. You will need to fill in the first several pages with personal and academic information. Most colleges/universities will require that you write one or two essays to complete the application. There will be several pages for your teachers and counselor to fill out. There will also be a page to be mailed with mid-year reports and one to be mailed with your final transcript.
- Applications for Art Colleges will require a portfolio and possibly a recommendation from an art teacher.

Beginning your application:

1. Open up your application packets.
2. Read all instructions carefully.
3. Make a note of college application deadlines, paying special attention to early decision deadlines (a “Meet Your Deadlines” is available from Mrs. Rappold).
4. Fill out any Part I applications and mail immediately. You will have to wait for Part II to arrive before you can continue with the process.
5. As soon as you receive Part II, begin working on the essays and turn in counselor/teacher forms.
6. Remember that neatness counts. Type or clearly print your applications.
7. Your application may ask for your high school CEEB Code. **Episcopal’s CEEB Code is 190207.**
8. Complete and mail any simple applications which do not require essays or teacher evaluations.
9. You may complete your application online (Do not forget to download teacher and counselor forms). Remember to submit the application fee, essays and/or signature pages immediately.

Mailing your application:

1. It is best to have your completed application, application fee, essays, teacher recommendations and counselor recommendations mailed to the college/university in one packet. With so much mail coming into the university mailrooms, it is very possible for pieces of your application to be filed incorrectly if it comes in separate packages. Although colleges do their best to avoid such catastrophes mistakes

happen. You can help to alleviate this by making sure you turn in all parts of your application to the Counseling office in a timely manner for mailing and be sure to use your full legal name and social security number on every piece of mail you send to the college.

2. If you have applied online, you will still need to have your high school transcript, test scores, counselor evaluation and teacher recommendations mailed directly to the college/university by Mrs. Rappold. Be sure that you download, complete and sign any forms that must accompany your application and turn them in to your teachers and counselor in a timely manner.
3. Please ask your teachers to turn the recommendations in to Mrs. Rappold for mailing.
4. Colleges require application fees to process your application. Do not forget to submit the check. This will hold up the application process.



Section 2



Sorting out the pieces

Many of the applications will be in booklet form. The first few pages will be student information for you to fill out and will be followed by pages for your counselor and teachers to fill out.

- **Separate counselor, teacher, mid-year and final transcript forms from your application packet.**

Counselor Forms

Your application may have a separate form to be filled in by your counselor. These may be titled **Counselor Recommendation** or **Secondary School Report Form**. Your counselor will write a recommendation for you and complete the form that you turned in. Counselor recommendations and forms are confidential and will be mailed by Mrs. Rappold, as part of your application packet directly to your college. **Your counselor will need time to write a recommendation for you, so it is necessary to**

turn in your forms or requests for a recommendation well in advance of your application due date. (one month before your mailing due date)

1. Separate all counselor forms from your booklet.
2. Fill out the top portion of the form with your name, address, birthdate, social security number, or any additional information required by the college.
3. Be sure to sign the form where designated by the college.
4. Turn in your counselor forms to Mrs. Rappold as soon as you complete your portion, **no later than one month before the application mailing date.**
5. Your counselor will complete the form and write your recommendation.

(Note: When using the Common Application Counselor form, remember to add a list of college names and addresses where you wish this form and recommendation to be mailed.)

Teacher Recommendation Forms

Colleges usually require teacher recommendations to be written by a teacher who has taught you an academic subject in your junior or senior year. Please speak with your counselor if you are not sure who to ask to write a recommendation for you.

1. Separate all Teacher Recommendation Forms from your booklets. (You will probably have two forms).
2. Complete the top section of the form with your personal information and remember to sign the form where designated by the college. **(We recommend waiving rights to see your recommendation. This ensures the college that the recommendation was written truthfully and freely.)**
3. Occasionally, you will be instructed to have a teacher write a recommendation for you but there **will not** be a separate form in the packet for the teacher to fill out. You will still need to request a recommendation from your teacher. In this case the teacher will write a letter of recommendation on **School Letterhead**.
4. If you use the Common Application Teacher Recommendation Form, remember to list the names and addresses of all of the colleges that you are applying to with this form and give it to your teacher. Your teacher can make additional copies of the form.
5. If you down load an application or the Common Application from the web, or if you apply on line, remember to download the necessary forms for teachers to fill out.
6. Request that your teacher turn in the recommendation to Ms. Rappold one week before the application mailing deadline.

Requesting teacher recommendations

It is important for you to be organized and courteous when requesting a recommendation or in most cases, **several** recommendations from your teachers. Teachers will be very busy in the fall and will receive requests from many students for recommendations. If you wait too long to request a recommendation, your teacher may be too booked up to write one. **Organize, organize, organize!**

1. Decide early who you will ask to write a recommendation for you. (If you have trouble deciding, consult with your counselor)
2. Make your request in person during a time when your teacher is not busy and can consult his/her calendar.
3. Make a list of all colleges that you will need this teacher to write a recommendation for.
4. Present a folder with the following information to your teacher **no less than one month before the application mailing due date.**
5. If you decide to apply to a college after you have turned this folder into your teacher you must go back to the teacher again and request the additional recommendations using an updated list.

- **Create a folder for your teacher which includes:**

- a. Your college list**

- Make a list (a recommendation request is available from Mrs. Rappold) for your teacher which includes:

- 1. The full name of the college/university
 2. Your name and social security number
 3. The date that you want this recommendation handed in to the college counseling office.

- b. Teacher Recommendation Form**

- c. Personal Resume**

- Write a brief resume which includes your name, cumulative GPA, personal anecdotal information, reasons for wanting to attend particular schools, and any special achievements or interests.

6. **Remember to thank your teachers for taking time out of their busy schedules to help you with this task.**

Mid-year Report Forms:

1. Separate the mid-year report form from your packet.
2. Complete the top portion of the form with your personal information.
3. Turn the form in to Mrs. Rappold to be mailed with your mid-year transcript. This will be mailed by the end of January.
4. These forms may be turned in as soon as you receive them. Mrs. Rappold will keep them on file until January.
5. If you apply on line do not forget to download the mid-year form. If there is not a form with your application, it may come in the mail later on. Be sure to complete it and turn it in to Mrs. Rappold as soon as you receive it.

Final Transcript Form:

This form may be with your original application or it may be mailed to you later in the year. This form is to be mailed with your final transcript at the end of your senior year. We usually mail final transcripts by the end of May. Complete and turn in this form as soon as you receive it. Mrs. Rappold will keep it on file until May.



Section 3



Transcripts and Test Scores

Every college/university that you apply to will require an official copy (*mailed from Episcopal with the school seal on it*) of your transcript and test scores to be sent to the college admissions office.

Transcripts

In the fall we will send your transcript of grades through your junior year to all colleges that you apply to this year. **In January**, along with the mid-year report form, we will send a transcript which will include grades through the first semester of senior year, to all colleges that you have applied to in the fall. **In May**, along with any final transcript report forms, we will send final grades to the college that you plan to attend.

The LSU Panhellenic Council and Interfraternity Council will also require an official final transcript to be sent to them from Episcopal. We will automatically send **official final transcripts** to these organizations at the end of May. Most universities will accept a copy of an unofficial transcript for sorority/fraternity purposes. We will send you an unofficial copy of your transcript in May to use for sorority/fraternity purposes. If you need an official transcript for a sorority/fraternity for any university other than LSU, please request one from Mrs. Rappold in May.

✍ Requesting transcripts to be sent to colleges:

Before any transcript can be sent to a college/university, we must have a Consent to Release Records Form on file in the college counseling office. You will find one in the packet of information from college night. We must have this on file in the counselors office by the fall so that we can mail your transcripts.

There will be copies of check lists/transcript request forms in Mrs. Rappold's office for you to use to request that we mail your records to the colleges that you apply to.

- 1. Fill out a check list for every college you are applying to and attach it to any materials that must be mailed to the college (i.e., check for application fee, application, essays, list of activities, confirmation sheets, etc). Once Mrs. Rappold receives your checklist she will mail your packet to the college.**
 - a. You must also include the names of teachers who are writing recommendations for you on the check list and inform the teachers to turn their recommendations in to Mrs. Rappold one week before due date.
2. You must turn in any counselor forms to Mrs. Rappold prior to turning in your checklist. If you have mid-year forms and final transcript forms at this time you may turn these in as well.
- 3. Remember: All colleges need a transcript of your grades. The only way we know that you need a transcript sent is if you complete a checklist and turn it in to Mrs. Rappold.**
4. It is always best to coordinate our mailing of recommendations and transcripts with the mailing of your application or online application submission. **Please let us know if you will be mailing your application earlier than the due date.**
5. If, for any reason, you decide not to apply to a college after you have turned in counselor forms and teacher recommendations, **please let us know**. It would save us much time and confusion to know ahead of time not to expect these

applications to be turned in. **Be sure you let your teacher know that you no longer need the recommendation.**

Test Scores

A copy of your test scores will accompany every mailing of your transcript. At the end of Junior year we will mail a copy of both your transcript and test scores to you. Please check these for accuracy.

Even though Episcopal will send an official transcript with test scores to your college, the college will still expect to receive an **official set of test scores**. What they want is for you to contact College Board and ACT and have them release your scores directly to the college. You can find instructions and phone numbers for releasing scores in the ACT/SAT registration booklets in the upper school office or make your request online.

1. Your scores will be sent from Episcopal along with your transcript to colleges.
2. If you have taken an ACT or SAT test and it does not appear on your test sheet, you must contact College Board/ACT and have them release the scores to Episcopal (**CEEB code: 190207**).
3. If you wish to retake ACT and/or SAT in the fall, here are the test dates:

SAT:

<u>Test Date</u>	<u>Registration deadline</u>
October 11, 2003	September 9, 2003
November 1, 2003	September 26, 2003
December 6, 2003	October 31, 2003

ACT:

<u>Test Date</u>	<u>Registration deadline</u>
October 25, 2003	September 19, 2003
December 13, 2003	November 7, 2003



Section 4



Scholarships & Financial Aid

Scholarship applications should be handled in the same manner as college applications. If you need a transcript to be sent to the scholarship committee, you must fill out a check list/transcript request form and attach it to the application. Turn this in to Mrs. Rappold's office. She will mail the transcript and application for you.

- Let teachers know to complete any necessary recommendations and return them to Ms. Rappold. (Include any specific topics that the scholarship committee would like them to write about).
- Complete your application and return to Mrs. Rappold two weeks before due date.
- Ms. Rappold will mail your completed packet to the scholarship committee.

1. Starting in the fall, the college counseling office will get information on available scholarships from some private organizations. Please contact Ms. Johnson for information on these scholarships.
2. Check with individual colleges for available scholarships. Remember that applying to the college does not automatically apply for a scholarship. There may be separate scholarship or financial aid applications in your college application packet. If your application does not contain information on scholarships, contact the college for additional information.
3. Check the web for available scholarships from private organizations.
www.fastweb.com
www.wiredscholars.com

Do not pay anyone to search for scholarships for you, it is more than likely a scam.

★ *CSS Profile*

The CSS Financial Aid Profile will be available to students in September. You may pick one up in the college counseling office or at www.collegeboard.com. The

Profile application is for all students who will be applying for Early Decision and for those whose college or university requires this form. This is an estimated financial worksheet and may be used for up to ten colleges or universities.

* *FAFSA*

The FAFSA form will not be available until the first week of December. This form is for all students applying for financial aid and also for all students applying for TOPS. The FAFSA form cannot be completed until January because it contains questions concerning the parents' tax information. You may pick up a copy of the FAFSA from Ms. Johnson or find it on the web: www.fafsa.ed.gov

* *TOPS*

The TOPS program is a scholarship program for students applying to a Louisiana college or university. Awards are based on the student's GPA and ACT scores.

To apply for TOPS:

- Student must be attending a Louisiana College or University.
- Student should take the ACT test. (The SAT test may be used in cases where the student has not taken the ACT test).
- **Student must complete and mail the FAFSA form to be received by May 1st for priority consideration. The final deadline for consideration is July 1st.** (There is no actual application form for TOPS. TOPS receives information from FAFSA and ACT. You must complete FAFSA to apply for TOPS)
- TOPS will obtain information on the student's ACT score from the ACT testing agency.
- In May, Mr. Perkins will send grades to TOPS for graduating seniors of Episcopal and **TOPS** will recalculate the GPA using a 4pt system based on specific courses required for TOPS. It will be different from Episcopal's weighted GPA. TOPS uses a straight 4.0 calculation on GPA. A= 4pts, B=3pts, C=2pts, D=1pt, F=0. You will find a copy of the latest requirements and information from TOPS concerning qualifications in your packet.

Checklist ✓

1. Separate application form, counselor and teacher recommendation forms, midyear transcript and final transcript forms. Complete your section on each form.
2. Make a list of college deadlines. Post this list where you will see it often.
3. Request recommendations from teachers one month before due date. Include folder with resume' and teacher forms.
4. Turn in counselor recommendation forms to Mrs. Rappold at least one month before due date.
5. Complete application forms or apply online. Fill out a checklist for the college and turn in to Mrs. Rappold along with all materials that must be mailed to the college at least two weeks before due date.
6. Remember to send your application fees either online with credit card or by check in the mail. Your application will not be processed without this fee.
7. Beware of **Holiday** due dates. Be sure to complete and turn in applications prior to all holidays. If there is a problem completing this before we leave for holiday breaks please talk to Ms. Johnson well in advance so that provisions can be made.
8. Inform your counselor when college decisions come in.