

COLLEGE APPLICATION PROCEDURES

South Hunterdon Regional High School-CEEB & ACT Code 310675

We welcome the opportunity to help you with the college application process, but remind you that the RESPONSIBILITY for meeting deadlines for college, scholarships and loan applications rest with YOU. It is critically important that you meet all deadlines.

REGISTER: for SAT I, SAT II (subject tests), and ACT tests on time. Don't forget to request that your scores be sent to the colleges to which you apply. Many colleges require that official copies be sent directly from the testing center.

PROCEDURE for sending transcripts to college:

1. Senior Activity Forms and Parental Transcript Release Forms are available in the guidance office. and on the SHR website. A signed parental release of information form must accompany each transcript request. Activity Forms are needed in order to include extracurricular participation on the transcript.
2. On each transcript request you must include the name and address of the college to which you are applying and the application deadline date. Submit this form to your counselor as soon as possible after you have applied either through the mail or online.
3. Most college applications (including the Common Application) have a Secondary School Report to be completed by the counselor. Complete the top part of this form and return it to it to your counselor along with the request for a transcript release. When applying online, be sure to print the Secondary School Report along with any Teacher Evaluation Forms and give them to your counselor and any teachers writing an evaluation for you.
4. When requesting that a teacher write a letter of recommendation for you, be sure that you give the teacher ample time and a list of activities, jobs you have held, etc so that they may write a supportive letter. Also, provide the teacher with a stamped, addressed envelope. If the teacher prefers, these letters may be given to your counselor for inclusion with your transcript.
5. It is recommended that applications be sent as early as possible, preferably by Thanksgiving. In order for applications to be sent before winter break, all forms must be submitted to guidance at least one week prior to the winter vacation. If you are applying Early Decision or Early Action take special note of the deadline date.

STUDENTS send the following parts of the application directly:

1. Completed application (may be submitted online)
2. Letters of recommendation from people other than your counselor. Letters from teachers may be given to the counselor for inclusion with the transcript if the teacher prefers.
3. A resume of extracurricular activities
4. Required essay(s)
5. Application fee
6. Arrange to have SAT scores sent if requested directly from the testing center

GUIDANCE sends the following:

1. Official transcript that details all courses previously taken, final grades and classes currently in progress
2. A school profile if the college requests
3. All required counselor support forms and/or letters
4. Mid-year grade reports will be sent to all colleges as requested
5. Final grade reports will automatically be forwarded to colleges. All colleges require a copy for entering students as proof of graduation. Senior grades comprise an integral part of a student's academic record which we are obligated to submit to college admissions personnel. Therefore, it is vital for seniors to maintain a strong academic profile.

EARLY Decision Applicants:

Remember that you must withdraw all applications for each college to which you have applied once you have a written acceptance from an Early Decision school. It is unethical not to do so and unfair to students who are on a waiting list.

COLLEGE Athletics:

If you plan to play sports on the college level for a Division I or Division II school, you must file with the NCAA Clearinghouse. To do so, visit www.ncaaclearinghouse.net. Be sure to print-out and give to your counselor, the part of the application to be filled out by SHR.

FINANCIAL Aid:

Federal student aid forms (FAFSA) may not be filed until after January 1 of a student's senior year, but should be filed as soon as possible after that date. To do so, go to www.fafsa.edu.gov.

Good luck! Remember we are here to help and support you through the process.