

HOW TO APPLY TO COLLEGE

Check list

- Student to do: _____ Complete Self-Evaluation Form and give it to your counselor; make copies for your teachers. (Form on Naviance & arundelhigh.org)
- _____ Complete the Arundel Secondary School Report Form : give them to the Registrar. (Forms on Naviance and arundelhigh.org)
- _____ Mail your part of the application directly to college (or submit online).
- Yes ___ No ___ Do you need a recommendation letter from your counselor?
_____ Talk to your counselor about your letter of recommendation.
_____ Request recommendations from teachers, if needed.
_____ Which teachers have you asked?

- Yes ___ No ___ Are we holding packet till a teacher brings recommendation letter.
_____ If yes who? _____
- _____ Submit the materials listed below to the registrar at least three weeks before the postmark due date.
- Submit to the Registrar: _____ Transcript request card signed by parent
(before/after school or _____ Transcript fee
During Wildcat Hour) _____ Arundel Secondary School Report Form. (This form replaces any counselor from your college may provide.) Complete Section 1
_____ 9x12 envelope addressed to college, with postage (\$1.17) OR 3 STAMPS, but NO RETURN ADDRESS. Put your name only in the upper left corner.
_____ Provide business envelope w/ 1 stamp for mid year transcripts. Label the address clearly & written legibly.
- Submit to teachers: _____ Recommendation form, if provided.
_____ Business envelope with one stamp addressed to college

Your TRANSCRIPT PACKAGE.: includes: 1) your official transcript. 2) AHS Secondary School Report Form. 3) Counselor Letter of Recommendation, and 4) Arundel High School Profile.

- **Colleges will only accept SAT scores sent by the College Board. Please make sure to request scores to be sent from College Board with adequate time.**

<u>College deadline</u>	<u>Envelope to Registrar by:</u>
November 1	October 5
December 1	November 2
January 1	Thanksgiving break
January 15	December 15
February 1	January 12
February 15	January 26
March 1	February 11

9x12 envelope

Your name <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (No return address)
Admissions Office Name of College/Univ. Street Address City, State, Zip

DETAILS:

1. You need to know if your application is a “postmarked” or a “received by” deadline.
2. You must pay transcript fees at the time of the request. Each transcript costs \$2.00.
3. **Do not put your return address** on anything the school is mailing. Since the envelopes will contain official transcripts, they must have the school’s return address stamped on. Make sure the school address is written legibly or printed on labels.
4. Request teacher recommendations directly from your teachers. Give them addressed stamped business envelopes so they can mail the recommendations to your colleges. Give your teachers at least two weeks to meet the deadline.
5. **ON-LINE APPLICATIONS:** provide the envelope for your transcript package to be sent. You may also include your application fee, an essay (if required) and a signature page, if needed.
6. **MID-YEAR TRANSCRIPT:** Submit a business envelope with one stamp for each college that requires a 1st semester transcript. (NO RETURN ADDRESS; no fee for this transcript)
7. **A FINAL TRANSCRIPT** must also be sent to the college that you finally decide to attend. It requires another stamped business envelope to be turned in before graduation. There is no charge for this transcript.
8. **NCAA CLEARINGHOUSE** also needs a transcript if you plan to play sports in college. No envelope is needed. After you have registered with NCAA on-line, please bring the Release Authorization 1 & 2 pages to the Registrar.
9. **Important numbers:** Guidance Office: 410-674-6500
Registrar’s Office: 410-674-6500

SCHOOL CODE: 210570

10. **Transcript fees:** \$2.00 per official transcript