

PRIVATE COLLEGES & UNIVERSITIES

Types of Applications

- **Early Decision** – This is binding. If you are accepted, YOU MUST GO! No exceptions.
- **Early Action** – You will receive a response before those who apply regular decision. You are not bound to attend.
- **Regular Decision** – You follow the general deadlines. You will probably hear in April.
- **Rolling Admissions** – The college accepts applications until the freshman class is filled.

INSTRUCTIONS:

- Most applications are on-line in Oct; however, you can send for paper applications early in your senior year.
- If the school requires an Interview, they will usually contact you. If you don't hear from them in a reasonable time, contact them.
- You may request transcripts from the Attendance Office. Requests are filled within one week. Transcript prices are listed on the "Request for Transcript Form" located in the counseling/attendance office.

Letters of Recommendation:

If you need a letter of recommendation from a teacher or counselor, please follow these steps:

- Ask the person 3 weeks prior to your deadline. **Remember teachers are writing letters for other students besides you. Also, remember that NO ONE IS REQUIRED to write letters. Don't be demanding.**
- Provide the teacher/counselor with a list of your activities, both in and out of school. **Use the King/Drew Magnet High School Brag Sheet as a guideline.**
- Give the teacher/counselor a stamped - addressed envelope for each college.
- Before you give him/her the teacher recommendation form, fill out the top half with your identification information. Type whenever possible.
- Use teachers from grades 10, 11, and 12. Do not go back to grade 9. ***Be sure to say thank you AND send a written thank you note.**

Secondary School Reports:

- Complete the top half of the form and give it to Mrs. Golden or Mrs. Cambreros as soon as you receive it. Make an appointment for the letter of recommendation.
- For each college that needs a Secondary Report, be sure to give Mrs. Golden or Mrs. Cambreros FOUR First Class Stamps (4 X 42 cents) to mail your transcript, form, and School Profile. Do not give Mrs. Golden or Mrs. Cambreros stamped envelopes.

Mailing:

- Use the Post Office for mailing everything related to college. Do NOT use mailboxes.
- Make a copy of everything you send.
- Use a Certificate of Mailing from the Post Office for all college-related material. Each certificate costs approx. \$1.15, and is the best form of insurance.

Financial Aid:

All colleges require the FAFSA (available in December) and some require the CSS Profile. Complete the CSS Profile on-line early in your senior year; instructional forms will be available in the College Office. The fee for the CSS Profile is based on the number of colleges you designate on the form. You may not file the FAFSA until January 1, 2011. Most colleges make February 15th or March 2nd as "priority" filing dates.