

“HOW TO PROCESS COLLEGE APPLICATIONS”

1. Complete the application and submit it directly to the college or organization.
2. If required, pay the application fee via check or submit payment online.
Note: if you are on KS Financial Aid and used a SAT fee waiver, you may be eligible for a college application fee waiver. See Mrs. Cabanilla, College Counseling Office Coordinator.
3. Complete the following transcript process via KS Connect:
 1. Log into KS Connect
 2. Click on “Post-High Planning” and then “College”
 - a. Next click on “Applications”
 - b. If your college isn’t already listed, click on “Add College Application” (otherwise go to step 3)
 - c. Select your school from the drop down menu
 - d. Type in the full mailing address to your college
 - e. Using the drop down menus, indicate the application deadline
 - f. Click on “Submit”
 3. Next, under “Checklist”
 - a. Scroll down & click on “Click here to request a transcript”
 - b. Verify the mailing address & deadline
 - c. Click “Submit”
 4. Last “Click here” as instructed to generate your transcript request
 - a. Print out the PDF which will pop up
 - b. Sign and date the printed transcript request **AND** give it to your grade level counselor **15 school days prior to the deadline.** (You do not need to provide stamps or envelopes for your counselor).
4. “Secondary School Report” or “Counselor Recommendation”, if required
Complete the student section at the top of the form and give the form to your grade level counselor *along with* your printed & signed transcript request. Be sure to make your request **at least 30 days** before the deadline!
5. Teacher Recommendation, if required
 1. Request that your academic instructor complete the required form and/or write you a letter of recommendation. Be sure to make your request **at least 30 days** before the deadline!
 2. Provide your teacher **with a stamped envelope** addressed to the college. If you opt to use a large envelope, remember to include appropriate postage.
 3. Your teacher will complete the form (if required) and send it along with his/her letter of recommendation directly to the college in the envelope you provided.
 4. Thank your teacher and ask him/her to give a copy of the recommendation to your grade level counselor for your permanent file.
6. Test Scores
SAT and/or ACT scores must be sent directly from the testing company.

SAT and ACT Test Scores

It is the student’s responsibility to request that test scores be sent directly from the College Board (SAT) and/or ACT to the college, NCAA Clearinghouse and/or scholarship program he/she is applying to.

“HOW TO PROCESS SCHOLARSHIP APPLICATIONS”

1. Complete the application and submit it directly to the college or organization.
2. Complete the following transcript process via KS Connect:
 1. Log into KS Connect
 2. Click on “Post-High Planning” and then “Money”
 3. Click on “Scholarships”
 - a. Click on “Add Scholarship Application”
 - b. Type in the name and full mailing address of the scholarship or organization
 - c. Using the drop down menu, indicate the application deadline
 - d. Click “Submit”
 4. Next, under “Checklist”
 - a. Scroll down & click on “Click here to request a transcript”
 - b. Verify the mailing address & deadline
 - c. Click “Submit”
 5. Last under “Click here” as instructed to generate your transcript request
 - a. Print out the PDF which will pop up
 - b. Sign and date the printed transcript request AND give it to your grade level counselor **15 school days prior to the deadline.** (You do *not* need to provide stamps or envelopes for your counselor).

A WORD ABOUT ALL APPLICATION DEADLINES:

1. **Deadlines are your responsibility;** be sure you know when your applications are due to the college or scholarship organization. College admissions, scholarship, and financial aid deadlines may be three *separate* due dates for the same college!
2. **Do not procrastinate;** complete your college application and financial aid forms early.
3. The sooner your applications are mailed, the sooner you will receive your acceptance results. Late admission applications may have an effect not only on your acceptance, but also on the amount of financial aid you receive.
4. **College applications and transcript requests will NOT be processed during any vacations. When you are on vacation, so are the counselors!**
Example: An application with a deadline of **January 7, 2013** is due to your grade level counselor for processing no later than **Wednesday, November 28, 2012 (15 school days)**.
5. Our best advice? **Don't just meet the deadline, beat the deadline!**

15 SCHOOL DAYS are required for your grade level counselor to process your college and/or scholarship application forms.

Do not bring in your application form a day before, or a week before it is due. If you give your counselor less than 15 school days to process your application forms, you are risking your application form not being processed on time and sent to the college or scholarship organization by its due date.