

## STEPS TO FOLLOW WHEN APPLYING TO COLLEGES

**FILL OUT THE SENIOR INPUT SHEET** and return it to the guidance office by **9/24/10**  
Ask for a copy to give to each teacher who will be writing your recommendations.

Check with the Guidance Office to see if we have the application form you need or if the Common Application can be used. If not, then you can call the college or go online to the college website to obtain an application. Fill in the application form and mail it with the application fee and essay to the college. If the college requests the transcript be sent together with the application materials, then you are to bring the completed application, application fee and essay to the Guidance Office so that your transcript will be mailed to the college in the same envelope as your application. **WHENEVER YOU APPLY TO A COLLEGE, A COPY OF YOUR TRANSCRIPT MUST BE SENT.** Therefore, a transcript request form (available in Guidance Office) for each college is to be filled out by you. These transcript request forms are in the Guidance Office. The completed forms are to be given to Mrs. Carabello in the Guidance Office. **12/3/10 IS THE DEADLINE FOR REQUESTING THAT YOUR TRANSCRIPT AND COUNSELOR RECOMMENDATION BE SENT TO COLLEGES BEFORE CHRISTMAS VACATION.** Any requests turned in after this date will be processed after Christmas vacation. It is important that you read and follow the instructions on the application form. Each college has its own way of proceeding. When in doubt, come to the Guidance Office for assistance.

### **SOME ADVICE ONCE YOU HAVE YOUR APPLICATION:**

**READ THE APPLICATION INSTRUCTIONS AS SOON AS YOU RECEIVE THEM.** If you simply throw them on the desk or put them in a drawer, you increase the likelihood of confusing or missing the various deadline dates.

**GIVE THE TEACHER AND COUNSELOR RECOMMENDATION FORMS TO THE APPROPRIATE INDIVIDUALS AS SOON AS YOU RECEIVE THEM.** This enables those you are asking to write on your behalf to spread their efforts (almost always on their own time) across the fall months. **SEE DEADLINE NOTE ABOVE.** To wait until just before the Christmas vacation to request this information is not very thoughtful and you could be refused.

**AS SOON AS YOU RECEIVE ANY SUPPLEMENTARY APPLICATION PAPERS, PLEASE BRING THEM TO THE GUIDANCE OFFICE SO YOUR SECOND QUARTER GRADES CAN BE SENT TO THE COLLEGES.**

**PLEASE HAVE AN OFFICIAL COPY OF YOUR SAT TEST SCORES SENT TO MATIGNON HIGH SCHOOL.** This is done when you register to take SAT's and SAT II's by filling in our high school code **(CEEB #220-515)** on the registration form.

**DON'T TREAT DEADLINES AS THE DATES YOU ARE TO DO SOMETHING. TREAT THEM AS THE LAST ACCEPTABLE DATE FOR DOING SOMETHING.**

**REMEMBER, WHEN IN DOUBT ABOUT APPLICATION PROCEDURES, CHECK WITH YOUR GUIDANCE COUNSELOR.**

FAFSA Financial Aid Forms are scheduled to arrive at high schools in December. You will be notified when we receive them. PROFILE forms are in now.

## Important Deadlines for Seniors

### SAT Information and Dates

#### Matignon CEEB #220-515

#### Matignon Test Ctr. # 22260

<b>Test Date</b> 10/09/10	<b>Registration deadline date</b>	<b>09/10/10</b>	\$47.00
Matignon Test Ctr. #22260	Late Registration deadline date	<b>09/24/10</b>	\$24.00
	Standby Registration		\$41.00
<b>Test Date</b> 11/06/10	<b>Registration deadline date</b>	<b>10/08/10</b>	\$47.00
Matignon Test Ctr. #22260	Late Registration deadline date	<b>10/22/10</b>	\$24.00
	Standby Registration		\$41.00
<b>Test Date</b> 12/04/10	<b>Registration deadline date</b>	<b>11/05/10</b>	\$47.00
Matignon Test Ctr. #22260	Late Registration deadline date	<b>11/19/10</b>	\$24.00
	Standby Registration		\$41.00
<b>Test Date</b> 01/22/11	<b>Registration deadline date</b>	<b>12/23/10</b>	\$47.00
	Late Registration deadline date	<b>01/07/11</b>	\$24.00
	Standby Registration		\$41.00

Subject Tests (SAT II) Basic fee \$21.00

All other subject tests \$10.00

#### Senior Input Sheets due to homeroom teachers

**9/24/10**

Mini College Fairs at Matignon H.S. (over 100 colleges)

**10/14/10 and 10/28/10**

Financial Aid Seminar

**12/01/10, 7:00pm**

Ask two recent teachers to write a recommendation for your college application. **9/30/10**

#### Helpful Internet Sites for seniors

[www.collegeboard.org](http://www.collegeboard.org)

<https://www.commonapp.org/CommonApp/default.aspx>

[http://www.stjohnsprep.org/htdocs/sjp\\_guid/guide.htm](http://www.stjohnsprep.org/htdocs/sjp_guid/guide.htm)

<http://www.wisemantech.com/guidance/>

<http://www.cretin-derhamhall.pvt.k12.mn.us/StudentNet/CollegeHtms/recom.htm>

<http://essayedge.com/college/admissions/recommendations/asking.shtml>

[www.salliemae.com](http://www.salliemae.com)

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)