

College Application Process Guidelines

All Saint Mary's students should use the following guidelines when completing their college applications:

1. Submit all college applications early, ideally before October 1st.
2. Please adhere to all admissions, scholarship and financial aid application deadlines.
3. All applications should be submitted electronically (verify that each application was successfully sent)
4. Try to limit number of college applications submitted to 4 – 6. (Most applications require an application fee.)
5. Once application is submitted, Mr. Smith is required to submit a counselor recommendation form **provided by the student** for each college applied to.
6. Contact www.ACT.org or <http://www.collegeboard.com> to submit your best scores to all applied colleges.
7. Sign up to take the ACT in September, October, or December to improve your test scores.
8. Register with the NCAA Clearinghouse online at www.eligibilitycenter.org if you hope to play Division 1 or 2 college athletics. Contact Mr. Smith or Mr. Clouse for all matters concerning the Clearinghouse.
9. Complete the FAFSA to become eligible for college financial aid, after **January 1, 2012** and before **February 15, 2012**.
10. Most colleges do not require teacher recommendations, however, if a teacher recommendation is required, it is the **students' responsibility** to obtain that letter. Once the letter is obtained, it is the **students' responsibility** to get that letter to Mr. Smith for submission.
11. Please provide a copy of students resume to counselor & teachers who will be writing college recommendations.
12. Provide **“only”** the required paperwork for each application.
13. Contact Mr. Smith early and often regarding any questions about the college application process at 284 683-0534.