

COLLEGE APPLICATION PROCESS 2009-2010

Pay attention to deadlines throughout the application process for admissions, housing, scholarship and financial aid!

OBTAIN APPLICATIONS

- Go to the school's website > click on Admissions or Apply
Many applications, and most Colorado applications addresses and phone numbers are available **online**, through Naviance or in the Counseling Office.
- Request current information on:
 - Housing
 - Scholarships
 - Financial aid
 - College Catalog (there may be a fee)

CHECK THE COLLEGE ADMISSION REQUIREMENTS

- Testing: ACT, SAT I, SAT II
- Register for tests in the spring of junior year or fall of senior year
Test registration info is available online or in the Counseling Office.
- Have ACT or SAT report scores sent to colleges of interest using the Nederland code: 061055
- Academic Units-make sure you are on track
- Letters of Recommendation-have at least 4 on file
- Personal Essays
- All Juniors will take the ACT in April. Registration is automatic and no fee is required.
Only the CO State ACT scores will be included on your transcript.

PREPARING TO APPLY

- Letters of Recommendation (if required):
Complete your Personal Profile and Resume in Naviance.
Give copies to your prospective letter writers
Allow at least **2 weeks** for your letter to be written.
- Personal Essay (if required):
Prepare before you write; talk about your essay with your counselor, parents, Language Arts teachers, etc.
- Have someone proofread your essay.
- It is not necessary to wait for SAT/SAT II/ACT test scores before applying to colleges.

APPLYING

- Please allow 2 weeks for the counseling office to process your application.
- Once you complete your online application, make a visit to the Counseling Office.
For each application, remember the following:
Complete "Student Checklist for College Applications" form.
A check payable to the college for the admissions fee if you haven't paid online \$2.00, cash or check payable to NMSHS, for official transcript and an addressed envelope to the college-NO RETURN ADDRESS
- Your counselor will attach your transcript (includes CO State ACT test scores ONLY) and complete the Counselor section if necessary.
- To be considered official, your transcript must be mailed to the college directly from the school, signed and sealed by the Counselor or Registrar.

MID-YEAR REPORTS

- Check with your college(s) if a mid-year transcript is required.
- Complete the mid-year transcript request in December in the Counseling Office; attach \$2 and an addressed envelope for each mid-year to be sent.
Some Mid-Year Reports require a counselor's school report. Check with your school.

ACCEPTANCE

- Notification takes approximately 4 to 6 weeks for rolling admissions (longer if you have to wait for SAT or ACT scores)
- Non-rolling admissions are notified in spring
- Colleges communicate directly with applicant
- Let the Counseling Office know of your acceptance or status.
- In May, be sure to do your senior survey in Naviance and bring in an envelope for your final transcript.