

## How To Apply To College

1. **Decide** which school or schools you are interested in. Visit them; talk to their admissions office. Seniors may be excused for a “College Day” by completing an application 5 days in advance of the visit, and providing dates, reasons for going, and confirmation from the college. College Day forms can be picked up in the guidance office.
2. **Get an application** – from the college’s website or [www.gacollege411.org](http://www.gacollege411.org). Make sure the school offers the programs you are interested in. All students applying to in-state schools are recommended to use [www.gacollege411.org](http://www.gacollege411.org). This website has useful information about choosing and applying to college, financial aid (including HOPE), and test preparation. Students can use this website to apply to any Georgia school and send their transcript electronically.
3. **Fill out the application.** Compose all essays and personal statements in a word processing program, check for grammar and spelling errors and then cut and paste into the application.
4. **Send an Official Transcript:** You have 2 ways to do this
  - For in-state schools – request it online at [www.gacollege411.org](http://www.gacollege411.org)
  - Complete a Transcript Request Form, available in the Counseling Office. Give us 24 hours to complete your request and then you are responsible for picking the transcript up. All transcripts are \$1.00.
  - **DO NOT OPEN THE ENVELOPE!!**  
(If you do, colleges will not accept it!)
5. **Send test scores.** SAT, ACT, and GHSQT scores are automatically included on your official transcript or you may send them directly from College Board or ACT. Most schools prefer that you send scores directly from the testing agency and will not accept our copy.
6. **Request any recommendations** required by the schools you are applying to. Give each person writing the recommendation a resume and at least a week’s notice to complete it.
7. Send in any paperwork (transcripts, recommendations, etc) all in one large manila envelope.
8. **Look for \$\$\$.** Scholarships can be found on college websites, the BDTV website, or via search engines like [www.fastweb.com](http://www.fastweb.com).
9. In January, give counselors any mid-year reports required by the schools you are applying to. Not all schools require these, but if they do give your counselor a week’s notice.
10. After January 1, complete a financial aid form (FAFSA). Links can be found at [www.gacollege411.org](http://www.gacollege411.org)
11. Request a final transcript in May.