

College Application Process Appleton West Counseling Office

(updated 2018-2019)

SENIOR PROCESSING FEE: There is a one-time processing fee of \$5.00 for seniors. This covers postage and copying costs for your transcript requests during your senior year. Please pay \$5.00 to the Counseling Secretary (cash or check payable to Appleton West High School).

PROCESSING TIME: Due to the high volume of high school transcripts processed in the Counseling Office, please allow at least 4-5 business days for processing. Our office is not open during holiday breaks. Be sure to request needed services well in advance of breaks.

ONLINE APPLICATIONS: The majority of colleges encourage students to apply online. It is their preference because it helps the applicant submit a more complete and correct application. UW System no longer prints or distributes paper copies of the UW System Application for Admission. A PDF version of the application is accessible on the application web site (<http://www.apply.wisconsin.edu>) for applicants who must use a paper application.

Once you've completed your online application and paid the non-refundable application fee, check to see if there is a "Counselor Form" or "Secondary School Report". If so, please print off that form and bring it to the Counseling Office for your school counselor to complete. If you need an official transcript sent, please stop in the Counseling Office to complete a Transcript Request Form, then an official high school transcript will be mailed to the college.

ACT/SAT SCORES: It is the student's responsibility to submit ACT and SAT scores to the colleges he/she is applying to. Most colleges require an "official" ACT/SAT score. In order to submit an "official" ACT or SAT score to the college, go online to www.actstudent.org (for ACT) or www.collegeboard.com (for SAT scores). If you know the college will accept an *unofficial* ACT score from your high school, include that request on the Transcript Request Form. If we have an ACT score on file for you, we can include a copy of it along with your high school transcript, upon request!

- **Teacher Recommendation Forms/Letters of Recommendation – If required.** (*Note: It may take the teacher/counselor two weeks or more to complete the recommendation for you, so allow that extra time in addition to the 4-5 days the Counseling Office needs for processing.*) We will NOT hold transcript requests waiting for letters of recommendation. If you MUST submit your transcript to the college prior to those letters being done, you will have to provide the teacher with an envelope already stamped and addressed to the college so they can send it in separately. Please note, if you plan to ask a teacher or counselor for a letter of recommendation, in advance you should fill out the "Personal Data Form" which you can pick up in the Counseling Office or print it off from the AWHs Counseling Office Webpage. This form will give the teacher or counselor enough information to write a good recommendation letter. Please be sensitive to the fact that some teachers receive many requests to write letters of recommendation. For **any** type of recommendation that you need from a school counselor, you will need to complete, sign and return a "School Counselors Recommendation Acknowledgement Form", also available on our website.

MIDYEAR AND FINAL TRANSCRIPT REQUESTS – Mid-year and final transcripts are not automatically sent. Students need to make their request in writing to the Counseling Office and include their name and college.

Apply as early as possible as schools and states have their own deadlines. Contact the school for exact deadline dates. Use the chart on the reverse side of this paper to track your application process.

Helpful Websites:

To apply to any UW campus – <http://apply.wisconsin.edu>

General Info about UW System – <http://uwhelp.wisconsin.edu>

WISCONSIN PRIVATE COLLEGES: For information about Wisconsin's private colleges, visit www.waicu.org

FOX VALLEY TECHNICAL COLLEGE: www.fvtc.edu

ACT TESTING: www.actstudent.org

SAT TESTING: <http://www.collegeboard.com>

FAFSA (Free Application for Federal Student Aid): <http://www.fafsa.ed.gov/index.htm>

COMMON APPLICATION: www.commonapp.org

| | College Name: | College Name: | College Name: |
|---|----------------------|----------------------|----------------------|
| Application form: completed/date | | | |
| Essay Completed: online or hard copy <i>(if required)</i> | | | |
| Counselor Form: <i>(if required)</i> to be completed by Counselor | | | |
| Teacher Recommendation Form Completed: <i>(if required)</i> | | | |
| College Application Fee Paid: | | | |
| Mid-year Transcript Request: Be sure to turn in a request to the Counseling Office as it will not be sent automatically | | | |
| Final Transcript Request: Be sure to turn in a request to the Counseling Office as it will not be sent automatically | | | |