
College Application Process

Students must log all college application submissions and admissions decisions via your Naviance: *Family Connection* account!

Paper Applications

Where are they located?

- Michigan Public, Private, and Community colleges are available in the College Resource Center
- Can be printed off from college websites
- Directly from a college admissions representative

Where do I submit paper documents for mailing?

- Submit all application materials to your College Counselor
 - Completely filled out
 - Signed and dated
 - Attach a cover sheet
 - **Must** include any fee or fee waiver
 - Any application supplements can also be submitted for mailing as needed
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Online Applications

- Print and submit any and all counselor pages from online applications (if applicable)
- Use the Common App for applicable schools for online submission (include counselor's email)
- Update your **Naviance: *Family Connection*** account with all online application submissions

Many schools strongly recommend using online applications!

Application Payment Options

- Fee waivers – can be received from College Counselor (if eligible)
- Check/Money Order
- Credit/Debit Cards (*online*)

No paper applications will be mailed without the required payment option!

Transcripts

- Request transcript delivery to the college(s) of your choice upon completion of each application:
 - All requests are made via www.parchment.com only! (See Parchment Flyer)
 - Includes official and unofficial transcripts
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Letters of Recommendations for Applications

- Give counselors and advisors at least 2-weeks' notice for a solid recommendation
 - Keep resume updated on **Naviance: *Family Connection*** for counselors/advisors to access for apps.
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Extra-Curricular Activities Section on Applications

- Includes anything done outside of regular coursework
 - Volunteer Work, Internships, Sports, etc.
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Peek application season runs from **September** to **December** annually. Upon completion of junior year, students can begin applying for admissions into colleges.

Remember **November 1st** is a priority deadline for **early action** schools and many scholarship opportunities!