

Detailed College Application Procedures

There is no limit to the number of college applications students may submit. In consultation with Mrs. Walsh and your parents/guardians, you will investigate colleges that fulfill the range of college options available. Most students will apply to an equal range of Reach, Target and Safety schools (approximately 6-9 colleges). Students will submit college applications online or through standard mail.

A. Paper Applications: The Huntington High School College Center will process and mail paper college applications.

Students are required to submit completed application packets to the College Center at least **15 school days** prior to the application deadline. Students are also responsible to provide the College Center with several items for **EACH** application packet:

1. One 8.5 x 11" manila envelope addressed to the college's undergraduate admission office (Huntington High School will provide postage)
2. College application
3. Activity sheet
4. Essay(s)
5. Payment
6. Records Release Form (available in the College Center)

The College Center will review the application packet and insert the following items:

1. Transcript
2. Huntington High School profile
3. Counselor letter of recommendation (if required)

The application packet will only be considered complete once each item is accounted for. Students must be sure to complete all portions and acquire appropriate signatures prior to submitting an application packet to the College Center. The College Center will then mail the application packet(s) to the college(s) of the student's choice. As mentioned, 15 day processing time is required. The 15 day processing time begins when the student submits an application packet containing the six items mentioned above.

B. Online Applications: Students submit their application, application fee, essay(s), and activity sheet online. Students will then submit an addressed envelope to the College Center with a Records Release Form to ensure that the student's transcript and school profile are mailed to the college. Online applicants will adhere to the 15 day processing policy.

C. Standardized Test Scores: The Huntington High School transcript does **not** include standardized test scores (SAT Reasoning Test, SAT Subject Tests, or ACT). Therefore, **it is the student's responsibility to have standardized test scores forwarded to the colleges of choice and the NCAA (if applicable).** You may find the following telephone numbers and websites useful for this purpose:

SAT Customer Service: (866) 756-7346
SAT Score Reports online: www.collegeboard.com

The College Board will send a cumulative report of all scores that are available and reportable at the time your request is received. However, if you choose to utilize the Score Choice option, you will have the opportunity to choose the SAT scores by test date and SAT Subject Test scores by individual test that you will send to colleges, in accordance with each institution's individual score-use practice.

ACT Score Reports: (319) 337-1313
ACT online: www.actstudent.org

ACT maintains a separate record for each test date, and it is ACT's policy to report scores only for entire test dates. In requesting a score report from ACT, you may not select test scores from different test dates to construct a new record; you must designate an entire test date record as it stands.

- D. AP Scores:** Advanced Placement test scores are not included on the Huntington High School transcripts. Students must request scores to be sent to the colleges, if they desire.

You may find the following contact information useful for this purpose:

AP Customer Service: (609)-771-7300
AP online: www.collegeboard.com/ap

- E. NCAA:** College-bound student-athletes who want to compete for Divisions I and II programs must be certified academically by the NCAA Eligibility Center. In order to practice, play and receive an athletic scholarship, students need to meet certain academic benchmarks. Student athletes interested in participating in a Division 1 or II program must complete an eligibility application via:

www.eligibilitycenter.org

Standardized test scores are required and must be submitted via the College Board and/or ACT program. The eligibility center code of 9999 will ensure that the standardized test scores are properly submitted to the NCAA.

- F. Recommendation Letters:** Faculty members mail recommendation letters directly to the colleges/universities. Students are encouraged to request two recommendation letters from the core classes of junior year. Students will provide teachers with the Recommendation Letter Request Form and the Student Brag Sheet (available in the College Center), one pre-stamped envelope addressed to each college, and the teacher evaluation form if applicable, at least **15 school days** prior to the college application deadline. Students who plan to request letters of recommendation online through the Common Application or another college application website, must inform each of their recommenders.

