College Application Procedure 2010-2011

There is no limit to the number of college applications students may submit. In consultation with Mrs. Walsh and Ms. Baglivi, the college advisors, 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 every paper college application. This process ensures that each application is reviewed by the College Center for accuracy and quality. In addition, this process ensures that a complete application is forwarded to each college, including the student’s application, essay(s), activity sheet, payment (check, money order, credit card number), recommendation letters, transcript and school profile.

Students will be required to submit their complete application packet to the College Center at least three weeks prior to the application deadline. The student is 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. Paper College Application Checklist (available in the College Center)

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

1. Transcript
2. Letters of recommendation
3. Huntington High School profile

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, a three week processing time is required. The three week processing time will begin when the student submits an application packet containing the five items mentioned above.

B. Online Applications: The college application process will be slightly different for those students who decide to apply online. Students will submit their application, application fee, essay(s), and activity sheet online. Students will also submit an addressed envelope to the College Center with the Online College Application Checklist (available in the College Center) to ensure that the
student’s transcript, letters of recommendation and school profile are mailed to the college. These students will also adhere to the three week 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. 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](http://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](http://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](http://www.collegeboard.com/ap)

E. Recommendation Letters: The College Center will collect all teacher recommendation letters and evaluation forms. It is the student’s responsibility to communicate with his/her teachers to request letters of recommendation. The Recommendation Request Form is available in the College Center. **Should the college application require a teacher evaluation form and/or a secondary school report form, it is the student’s responsibility to complete the top portion before submitting the request to the teacher!** As many teachers agree to write letters of recommendation for multiple students, students must be sure to request recommendation letters as soon as possible.