

NORTH SPRINGS HIGH SCHOOL

COLLEGE APPLICATION PROCESS

- Most colleges/universities provide electronic admission applications. Typically, those applications can be found on the website of the institution you plan to apply to, through the [Common Application](#) (Common App.), [GAFutures](#) or another electronic method.
1. If the college/university you're applying to requires a letter of recommendation from a teacher or counselor, allow at least 1 week for her/him to write the letter.
 - Email the teacher and/or your counselor (whoever you're asking to write your letter of recommendation) your completed Senior Profile, as they will need that information about you to write you a quality letter of recommendation.**
 - The designated recommender will also need to know the manner (i.e. Common App., etc.) in which they will be sending the letter on your behalf.
 2. Admission to various post-secondary institutions is your responsibility. Most colleges/universities provide electronic admission applications. Typically, those applications can be found on the website of the institution you plan to apply to, through the Common Application (Common App), GAFutures or another electronic method.
 3. To send your official transcript to various colleges/universities, please follow these directions:
 - a. If you are applying to any college/university IN the state of Georgia, you may request your transcript be sent for free through your GAFutures account or through Parchment. (Note: You will need to have your social security number saved to your GAFutures profile to use this feature.)
 - b. If you are applying through the Common App or another electronic process, you will need to order your transcript through Parchment.
 - i. Note: All letters of recommendation must be sent separately, so be sure to enter their email address in the appropriate place as they will send it themselves, electronically.
 4. As the student, it is your responsibility to check your account at each institution's website and/or the Common App, etc. for any missing item(s) and follow up in a timely manner to ensure that they are received.
 5. We highly recommend completing all of the application process before October 15th. All colleges/universities have varying application deadlines depending on scholarships and applicant types (Regular, Early Action, Early Decision) however, it is your responsibility to submit your completed application prior to the colleges' application and/or scholarship deadline.
 6. All official college admission test scores must be sent to the colleges/universities directly from the SAT/ACT testing agencies.