



College Application Process Quick Reference Guide

Junior Year

- Submit Resume to your school counselor
 - Submit Student Brag Sheet to your school counselor
 - Submit Parent Brag Sheet to your school counselor
 - Verbally speak to teachers about writing a letter of recommendation
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Senior Year *by September 30th...*

- Communicate with your teacher recommenders about your 1st application deadline (must be at least 4 weeks before your first deadline)
- Review your unofficial transcript in Genesis for accuracy
- In **SCOIR**, invite your teacher recommenders to upload letters of recommendation
- If using Common App (CA), in the section '*Invite and Manage Recommenders*', Invite WHS teachers and counselors to be a recommender **BUT DO NOT** enter their email addresses. Your counselor will send WHS staff letters of recommendation via SCOIR.
- Complete the Senior Student Contract Google Form by September 30th.

Ongoing

- Work on your applications
Pay attention to supplemental requirements for each college

For each college:

- Send official SAT/ACT scores if required via CollegeBoard/ACT
- Submit your college application
- Update SCOIR accordingly- Move colleges "Following" to "Applying". Then, Move colleges "Applying" to "Applied" after you have applied. This alerts your counselor to the following:
 - The application was submitted
 - The application you used: Common App or Directly to Institution
 - Application type: ED, EA, RD, etc.
- Submit the WHS Senior College Application Form to your school counselor
***** 10 School Days***** before the application deadline.