

CAMPBELL HIGH SCHOOL GUIDANCE OFFICE

COLLEGE APPLICATION PROCESS

To get an application from a college, you can call their Admissions Office, go to their website and print one or complete it online. We also have some applications on file in the Guidance Office. With all applications, read the directions first, fill it out neatly and completely and be sure to sign it.

You will need 1-3 letters of recommendation for many college applications. Most colleges will require letters from a recent teacher and/or your guidance counselor. Always ask for a letter in person, and ask at least four weeks in advance. Send a thank you note for the letter. Guidance recommendations will be sent along with your transcript. Students are asked to provide a self-addressed stamped envelope to teachers for mailing of individual teacher recommendations.

When your application is complete and your letters of recommendation have been requested, it's time to get your application in the mail. Be sure you have included the application fee (check or money order) and an essay (if required). Important: If you send your application online, you may have the option to pay by credit card. If you pay by check, it is your responsibility to mail it.

Official standardized test scores should be sent directly from the College Board. Campbell's school code is 300337.

To have your official transcript and counselor letter of recommendation sent, pick up a gold Transfer Request Form in the Guidance Office. You will need to complete this form for each college application you send in order for the Guidance Office to send your transcript, scores and guidance letters. **Note:** Official high school transcripts can not be given directly to students or parents.

You should receive a letter or postcard from the college confirming receipt of your application. If they have indicated any items were missing, see your counselor right away. Applications are read when they are completed. Follow up with teachers and individual colleges to be sure of completion. When you receive an acceptance letter, bring it in to the Guidance Office. We need and want to know their decision.

Beware of all deadlines in the application process. Take the deadline seriously, as an Admissions Office may not read your application if not submitted on time. Admission policies and deadlines can vary between colleges. It is the students' responsibility to meet all deadlines.

Types of Deadlines:

Early Decision – a binding agreement, offered by many highly competitive colleges. Deadlines can be as early as Nov. 1st or 15th. Students are then notified of acceptance usually before January 1st. Accepted students are asked to sign a contract of attendance and are obligated to attend the college.

Early Notification – a non-binding agreement similar to early decision, no contract of attendance, so you can apply to other colleges. Applicants should be able to meet admission requirements.

Regular Decision – this is the deadline for a college to receive the completed application. Deadlines usually range from February 1st through March 15th. Students are notified in mid-March/April.

Rolling Admission – there is not a specific deadline. Applications are reviewed as they are received and students are usually notified within 4-6 weeks. Students should try to apply prior to March 15th, as space is limited. If the program you are applying for is full, you'll be denied even if you are qualified.

Conditional/Provisional Admission – the college wants to accept the student, but the student must first meet a condition or provision. For example, the student must successfully complete a summer course, or successfully complete a first semester/year of college with a GPA of "C" or better.