



Ocean City High School

Guidance Department

College Application Procedure and Checklist

Section 1: Completing College Applications

_____ Visit with your Guidance Counselor, check out Family Connection, college websites, college handbooks, and information on the OCHS website. List the colleges to which you plan to apply in Family Connection. Develop a neat, concise, computer generated resume which can be sent with applications.

_____ Complete the college applications carefully. Many colleges prefer that applications be submitted electronically (online). If completing an online application, print a hard copy to proofread before sending. Review all applications before sending, neatness and accuracy are important. Also, if the college to which you are applying requires the Common Application make sure to check for required supplemental forms.

_____ Complete all the forms required and submit the application fee directly to the college (preferred). If a paper application is submitted please attach the check or money order to the front of the application.

Section 2: Requesting Test Scores

_____ OCHS **does not send test scores** to the colleges or NCAA. If test scores were not requested to be sent at the time of the test registration (the first four are free), log into the testing website and request your official scores for the SAT Reasoning test, SAT Subject tests, ACT and/or TOEFL be sent directly to all colleges you have applied (a fee will be charged for each college).

SAT: www.collegeboard.org ACT: www.actstudent.org

Section 3: Recommendations (minimum of 2 weeks in advance)

_____ **Counselor Recommendation:** Most college applications require that your counselor complete a Secondary School Report or Counselor Evaluation Form. This form will be automatically included with every transcript mailed. In most cases, a separate recommendation letter from your counselor may also be required. Schedule an appointment to discuss your recommendation with your counselor before it is written.

_____ **Teacher Recommendation:** Most colleges also require letters of recommendation from your teachers. Make sure you have submitted a request to your teacher using the Guidance Office's **Teacher Recommendation Request Form** along with an attached resume.

Section 4: Release of Records and Transcript Request Form (at least 10 working days before application deadline: to the Guidance Counselor)

___ The OCHS **Transcript Request Form for College Applications** must be signed by a parent/guardian. This form is in the Guidance Office, on our website and in the Family Connection document library. No transcript(s) will be sent without a parent/guardian signature on file. The form must be filled in completely to include the application type, application plan, and application deadline before giving it to your school counselor. **Be sure to complete the FERPA Statement on Family Connection (you will find it under the link to *College's I'm Applying To.*), transcripts cannot be sent without completing this step.**

___ Submit the completed **OCHS Transcript Request Form for College Applications to your guidance counselor.** If the request is late the transcript and profile will initially be sent. The counselor information will be mailed later separately.

****** Please note that scholarship applications are handled by our office in the same fashion as the college application. The Transcript Request Form for Scholarship Applications must be used and are due to the counselor well before the deadline.**

Section 5: Mid-Year Grades (7th semester reports)

___ In February, mid-year grades will be mailed to all of the colleges to which you have applied. These reports will include your senior courses, semester grades and your updated GPA/Rank.

Section 6: College Acceptance/Notification

___ As colleges inform you of their admission decision (acceptance, denial, waitlist, etc.) notify your Guidance Counselor. Once again, notify your Guidance Counselor when you decide on the college you will attend; submit any deposits or paperwork the college requests directly to the college (by their deadline). If accepted Early Decision to a college, withdraw your applications from any other school(s) to which you applied. As a courtesy, once you decide on the college you will attend you may want to notify the other schools that you will not be attending.

___ In June, you **MUST** complete the Senior Survey. You will be asked to verify the admissions status of the college(s) you applied to and to list the college you will attend; this is where your final transcript will be mailed in late June. If you are waiting to hear from a Wait List college, fill in an Official Transcript Request Form for that school. Athletes registered with the NCAA Clearinghouse will automatically have their final transcript sent.