

College Application Timeline

2-Year Community/Junior College Application

(2 week process)

Step 1

Make an appointment with your counselor to discuss possible college choices.

Step 2

Go to college website and complete the basic information online. Check to see if a high school transcript is required. If so, request that your counselor send one.

Step 3

Check dates for placement testing. Sign up.

4-Year Private College/University Application

(2 month process; your goal is to complete all of your applications by December 1)

Step 1

- Make an appointment with your counselor to discuss possible college choices.
- Complete Senior Profile (available on AMHS website; click on the SENIOR SPOT link). Make sure you have listed the correct application deadline dates.
- Personally ask two teachers if they would be willing to write recommendations for you. List their names on the Senior Profile.
- Give three copies of the Senior Profile to your counselor by September 15.

Step 2

- At least 6-8 weeks prior to your application deadline, give your counselor the Teacher Recommendation forms and Counselor Recommendation forms (also called Secondary School Report).*
- Make an appointment with your counselor to go over forms and double-check who will be completing them.
- Order your SAT and/or ACT scores to be sent to the colleges where you are applying.**

Step 3

- Counselors give recommendation forms to teachers with a deadline for their return.
- You complete your part of the application and write first drafts of essays.
- When first drafts of essays are done (4-8 weeks before your application deadline), make an appointment with your counselor to be interviewed.

Step 4

- Counselor checks over essay drafts and interviews you.
- When teacher recommendations are in, your counselor writes his/her recommendation.
- Teacher and counselor recommendations are entered into computer files in Counseling Center.

Step 5

- You complete your part of the application and submit it to the college either electronically or by mail.
- Counselor collates the school portion of the application consisting of the counselor and teacher recommendations, and your transcript. Counselor mails everything in one envelope by deadline.

**Please see page 2
for College Application
Due Dates.**

*Check ahead of time to see if the colleges you are applying to use the Common Application (available at: www.commonapp.com). If so, you will save yourself a lot of time by using one application for numerous colleges. Over 400 colleges use the Common Application including Seattle U., Gonzaga, U. Portland, Santa Clara.

**Contact the testing agencies (College Board and ACT) online to have SAT, SAT Subject Tests, and/or ACT scores sent directly to the colleges where you are applying. If you did not have your scores sent at the time you tested, you will have to pay a fee. Also, if you plan to participate in Division I or II athletics, you must apply to the NCAA Eligibility Center and have your SAT and/or ACT scores sent to the Eligibility Center.

DUE DATES FOR COMPLETING YOUR COLLEGE APPLICATIONS:

Colleges with a **November 1** Application Deadline

August 26-Sept. 15 – meet with counselor
Sept. 15 – Senior Profile & rec. forms due to counselor
Oct. 1 – 1st draft of essay due; meet with counselor
Nov. 1 – submit application (*earlier if possible*)

Colleges with a **November 15** Application Deadline

Sept. 15 – Senior Profile due to counselor
Sept. 15-30 – meet with counselor
Sept. 25-Oct. 1 – provide rec. forms to counselor
Oct. 15 – 1st draft of essay due; meet with counselor
Nov. 15 – submit application (*earlier if possible*)

Colleges with **December 1, December 15, or January 1** Deadlines

Sept. 15 – Senior Profile due to counselor
Sept. 15-Oct. 8 – meet with counselor
Oct. 15 – provide rec. forms to counselor
Nov. 1 – 1st draft of essay due; meet with counselor
Dec. 1 – submit application (*earlier if possible*)