

BANGOR HIGH SCHOOL GUIDANCE DEPARTMENT PROCEDURES for the COLLEGE APPLICATION PROCESS

The Bangor High School Guidance Office forwards an official transcript prepared by the registrar to colleges to which students apply when requested to do so. For those colleges that require a school report, it needs to be partially filled out by the applicant and given to the counselor to finish. The counselor will then complete a letter of recommendation, with input from the student, parents, and teachers, and include it with the school report.

Depending on the college, additional teacher recommendations may be required. These are the responsibility of the applicant to ask his/her teacher to write for them. In some cases, a separate form is included in the application. The student should provide the teacher with a stamped envelope addressed to the admissions office of the college. It is wise for the student to check with the teacher to be sure the recommendation has been mailed and to thank them for their assistance.

APPLICATION STEPS

The college application is usually the first opportunity a student has to make an impression on the admissions department. The following are key points to remember when completing applications:

- Be sure to read the instructions before beginning.
- Fill out a draft copy first, have your counselor review it, and then transfer the information to the actual application – type or use blue or black ink.
- Be sure to complete all sections of the application.
- If you need to attach additional sheets, make sure your name and social security number are included on each page.
- Make sure you give the school report/request for academic record portion of the application to your counselor.
- Admissions offices do not process the application until all of the components (application, transcript, recommendation(s), school report) have been received.
- **MAKE COPIES OF EVERYTHING BEFORE SENDING APPLICATIONS!**