

INSTRUCTIONS FOR APPLYING TO COLLEGES

1. Go to the specific college's website and complete the online application. Pay the application fee online with a credit card, or mail a check via US Mail. If you use a paper application instead, you should mail it directly to the college. Request a transcript from **Parchment**.
2. Once you have applied, request that your official transcript from **Parchment** to be sent to the colleges to which you have applied. **Do not** send a transcript before the college has your application.
3. Be sure to ask your counselor for a recommendation and secondary school report if the college requires it. Remember to give counselors and teachers plenty of time to write the recommendation.
4. If you need teacher letters of recommendation, you may either give the teachers stamped, addressed envelopes or have teachers bring the letters to the counseling office for mailing. Letters carry more weight with admissions counselors and scholarship committees if they are **not** sent by the student. It is also important to know that when you are asked if you want to waive your right to see your total application after decisions have been made, including letters of recommendation, it is generally considered best to waive your right. This shows that you are confident that the recommendations will be good and that you don't have any skeletons you are afraid will come out. Be sure to ask people that you know will write a good letter on your behalf.
5. If the colleges you apply to require mid-year and/or final year reports to be sent, it is your responsibility to let your counselor know that she will need to fill out the mid-year and final report.
6. If you are applying to colleges through The Common Application, be sure to notify your recommenders that you are doing so. They should expect an e-mail from The Common Application explaining what they need to do. Be sure that you have correct e-mail addresses. Your counselor will complete the secondary school report as part of the application and will upload her letter of recommendation and your transcript to that report. Your transcript will go to all the schools you list on The Common Application.

General Information:

COLLEGE VISITS

- Schedule your campus tour two weeks in advance. On the same day, make appointments with admissions counselor and financial aid/scholarship office.
- Prearrange absence through RHS front office. Bring proof of your visit to Mrs. Sparks, the attendance clerk, when you return to school.
- Take copy of transcript and your senior schedule.
- Dress neatly.
- A follow-up "Thank you" note is appropriate.

LETTERS OF RECOMMENDATION

A good recommendation looks at the student as a person and the person as a student. Most seniors applying to college are good students who take challenging courses...so what makes you special? Is it community service, outside school activities and honors, jobs or skills? In addition to your counselor, it is good to get a recommendation from people who see you in different capacities....employer, coach, teacher, youth group leader, etc. At least one or two letters should be from an ACADEMIC teacher during the junior or senior year. Senior Self-Assessment Form can be found on the RHS website.

NEED COLLEGE HELP?

Internet Sites

Collecting Information About Colleges:

- www.kheaa.com The Kentucky Higher Education Assistance Authority. Register here and check your KEES account for accuracy.
- www.careercruising.com/ilp The individual learning plan (ILP) website has many options for searching careers, colleges, making a resume, and other helpful features.
- <http://www.petersons.com> Peterson's Education Center. Information about educational programs at all levels and searchable databases of college and academic programs.
- <http://www.collegeboard.org> College Board Online is the most comprehensive college information site and includes College Board tests, programs and online registration, a searchable database of colleges, financial aid information, career planning information & a fee-based essay evaluation service.
- <http://www.usnews.com/usnews/edu/eduhome.htm> US News' Online Education Pages. Information on searching for colleges, undergraduate and graduate programs, college rankings, financial aid, skills assessments, career inventories.

- <http://www.princetonreview.com> Princeton Review Online Extensive college and career information site includes timed tests, essay hints, internship database, career lists of salary & industry, career profiles and APPLY! (an online application aid)

Internet Sites (con't)

- <http://www.campustours.com> Campus Tours. Virtual tours of 8000+ colleges
- <http://www.review.com/college/applyschools.cfm> Apply! Site provides actual online applications
- www.commonapp.org Common Application (NAASP). Hundreds of selective schools use this one common form for admission
- <http://www.triptocollege.org> Trip to College website offers college planning information
- <http://inlikeme.com> Information about finding the right college fit, campus Visits, Early Action/Early Decision, Resources for researching colleges, Test Prep, and more.
- <http://collegesearch.collegeboard.com/search/index.jsp> College Board College Matchmaker

Financial Aid:

- <http://www.kheaa.com> -Information about scholarships
- www.careercruising.com/ilp- Go to the financial aid section to do a scholarship search
- www.fastweb.com – Students may register for scholarship into one of the Internet's largest free scholarship search sites
- www.cappex.com
- www.scholarships.com

Career:

- <http://www.careerkey.org> Career Key . Easygoing site with many career possibilities
- <http://www.acinet.org> America's Job Bank. Career info net has current trend info; easy to navigate
- <http://content.monstertrak.monster.com/tools/careerconverter> Monster.com . Try the Major to Career Converter; push the language button
- <http://www.militarycareers.com/> Military Careers. Links to military sites
- <http://www.rwm.org/rwm> Trade Schools. Links to accredited trade and technical school