

Western Wayne's Procedures For Submitting College Applications

1. **ALL APPLICATIONS** must be brought to the Guidance Office **ONE WEEK** before the specific college deadline. The Guidance Department will not guarantee meeting college deadlines for applications that are submitted to the Guidance Office late.
2. The entire completed college application packet should be brought to Guidance. This includes the student application, essays, letters of recommendations, Secondary School Report and application fee. Students applying to a college directly on-line should notify their guidance counselor.
3. Some college/universities will waive the applications fee if you visit their campus. Other colleges/universities have free online college applications. Students having financial difficulties covering the application fee should see their guidance counselor.
4. Seniors should give their completed applications to their Guidance Counselor. At this time they must complete an official Western Wayne **TRANSCRIPT REQUEST** form giving permission to send the transcript and test scores. Students submitting their applications online need to have their transcripts sent out and must complete the **TRANSCRIPT REQUEST** also. Applications are not considered complete without your transcript.
5. Applications are sent out certified registered mail. The first application a student sends out will have the cost of the certified registered mail paid for by the district. The student will pay for all subsequent applications sent by certified registered mail. The cost is \$5.00 per application. Cash, check or money order is accepted.

6. Checks or money orders for the college application fee should be attached to the top of the first page of the application. Checks and money orders must be made out to the college you are applying to. **DO NOT** pay for college application fees with cash!
7. Your counselor will review the application package, complete Secondary School information requested, sign where requested and return it to the Guidance Assistant to be mailed.
8. Students requesting Counselor Letters of Recommendation should request the letter at least **TWO WEEKS** in advance.
9. In most instances Early Decision applications should be submitted around November 1st. This can vary so watch your dates! Regular Decision applications should be submitted as soon as possible. If you are uncertain about application deadlines see your guidance counselor.
10. Mid-year grades will be sent to colleges that require them. It is the student's responsibility to notify the guidance office about sending out mid-year grades.
11. Final transcripts will be sent to the college that the student will attend. **FINAL TRANSCRIPT REQUESTS** will be given to seniors during graduation practice. *Remember, college admissions representatives review all senior year grades very carefully.*

At all times, students and parents are encouraged to contact their Guidance Counselor with any questions or concerns. Working together, a smooth application process is possible.