

College Application Procedures

There is no limit to the number of college applications you may submit. The student, in consultation with the guidance counselor, will investigate colleges that fulfill the range of college options available. Most students will apply to an equal range of reach, target and safety schools.

A. The Student's Responsibility:

The student will be responsible for mailing every application and ensuring that the application is accurate and complete. When mailing your application, please make sure to include the following:

1. Completed College Application (please make sure it is signed by both the student and parents where necessary and that there are no spelling mistakes);
2. Activity Resume;
3. Essay(s); and
4. Payment.

The student **MUST** notify the Guidance Department that you are sending an application in so that we can then send the college your transcript, school profile and recommendation letters.

Standardized Test Scores: The student is responsible for having standardized test scores forwarded to the college of choice. *Students taking the November SAT who are interested in applying early decision or Early Action must rush the score results to the colleges in order for scores to arrive in time to meet the deadlines.*

You may find the following telephone numbers and websites useful for this purpose:

SAT Customer Service: (866) 756-7346

SAT Score Reports online: www.collegeboard.com

The College Board will send a cumulative report of all scores that are available and reportable at the time your request is received. You cannot send only your latest or highest SAT scores, or separate scores for critical reading, mathematics, or writing selections, or only SAT, or only Subject Test scores.

ACT Score Reports: (319) 337-1313

ACT online: www.actstudent.org

ACT maintains a separate record for each test date, and it is ACT's policy to report scores only for entire test dates. In requesting a score report from ACT, you may not select test scores from different test dates to construct a new record; you must designate an entire test date record as it stands.

Recommendation Letters: The student is responsible for collecting all teacher recommendation forms and evaluation forms and bringing them to the Guidance Department for mailing. It is the student's responsibility to communicate with his/her teachers to request letters of recommendation. Students are responsible to provide teachers with the teacher evaluation forms provided by the colleges. **Should the college application require a teacher evaluation form and/or a secondary school report form, it is the student's responsibility to complete the top portion before submitting the request to the teacher!** As many teachers agree to write letters of recommendation for multiple students, students must be sure to request recommendation letters as soon as possible. Please ask your teachers for recommendations at least 2-3 weeks before you actually need them.

B: TVHS Responsibility:

The Guidance Department will forward the following information to the college once informed that the student has sent in their application:

1. Student Transcript;
2. Letters of Recommendation; and
3. Twin Valley High School profile.