



College Application Procedures

- Obtain an application(s) from the college(s) or apply online. We will have a supply of applications for Illinois public universities/colleges in the College/Career Center beginning the last week in September.
- Fill out each application completely (including all signatures and application fee if required).
- ALL APPLICATIONS MUST BE TURNED IN TO MRS. JACOBS IN THE GUIDANCE OFFICE. You must sign the transcript release form for ***EACH*** application you submit. **Be sure to provide a stamped, addressed envelope with each application.** For online applications, bring in the signature page of your application to attach to your transcript release form.
- Mrs. Jacobs will print an official transcript and attach it to the application(s). She will enter into PrepHQ the “turn in” date of your application. You can track the receipt of your application through this program. Mrs. Jacobs will then give the application(s) to your counselor for review.
- The counselor will complete the school’s portion of your application(s) and mail them. Please be aware of deadlines and allow at least **5 school days** for the Guidance Department to process your application(s).
- Application(s) requiring a written recommendation must be submitted a ***minimum*** of two weeks before the deadline. Please provide an activity resume to assist your counselor with the recommendation.
- Waubonsie Valley does not send ACT or SAT scores. Contact the testing company directly to arrange to have your official scores sent to the school(s) to which you are applying:

ACT-- www.actstudent.org

SAT-- www.collegeboard.com

- **Based on the two weeks required for written recommendations, counselors will not accept applications with January 1, 2009 deadlines after December 5, 2008.**
- When the process has been completed, the “mailed” date will be entered into PrepHQ