

College Application Procedure

There is no limit to the number of college applications students may submit. In consultation with the college advisor you 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 (approximately 6-9 colleges).

A. Application: The Huntington High School College Center will mail each college application. This process ensures that every application is reviewed by the College Center for accuracy and quality. In addition, this process ensures that a complete application is forwarded to each college, including the student's application, essay(s), activity résumé, payment (check, money order, credit card number), recommendation letters, transcript and school profile.

The students will be required to submit their application packet to the College Center at least three weeks prior to the application deadline. The student is responsible to provide the College Center with several items for **EACH** application packet:

1. One 8.5 x 11" manila envelope addressed to the college's undergraduate admission office (Huntington High School will provide postage)
2. College application (student and parent signatures provided)
3. Activity résumé
4. Essay(s)
5. Payment

The College Center will review the application packet and insert the following items:

1. Student transcript
2. Letters of recommendation
3. Huntington High School profile

The application packet will only be considered complete once each item is accounted for. Students must be sure to complete all portions and acquire appropriate signatures prior to submitting an application packet to the College Center. The College Center will then mail the application packet(s) to the college(s) of the student's choice. As mentioned, a three week processing time is required. The three week processing time will begin when the student submits an application packet containing the five items mentioned above.

The college application process will be slightly different for those students who decide to apply **online**. Students who apply online will also submit an addressed envelope to the College Center to ensure that the transcript, letters of recommendation and school profile are mailed to the college. These students will also adhere to the three week processing policy.

B. Standardized Test Scores: The Huntington High School transcript does not include standardized test scores (SAT Reasoning Test, SAT Subject Tests, or ACT). Therefore, it is the student's responsibility to have standardized test scores forwarded to the colleges of choice. **N.B.** Students taking the November SAT who are interested in applying Early Decision or Early Action (application deadlines range from November 1st through November 15th), 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 sections, 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.

C. AP Scores: Advanced Placement Scores are not included on the Huntington High School transcripts. Students must request scores to be sent to the colleges, if they desire.

You may find the following contact information useful for this purpose:

AP Customer Service: (609)-771-7300

AP online: www.collegeboard.com/ap

D. Recommendation Letters: The College Center will collect all teacher recommendation letters and evaluation forms. 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 applicant'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.