

# Application Process

## Timeline:

Applications will be completed online either via the college website or through the Common Application. Refer to the college website for information on specific admissions deadlines

## Terms to know:

- Early Action – nonbinding, students receive an admissions decision early but do not have to commit until the May 1 deadline
- Early Decision – binding, students who apply early decision must attend this college if they get in
- Rolling Admissions – college will review your application on an ongoing basis

## Transcripts:

Official transcripts must be sent to each college you are applying to via Parchment. The instructions for creating a student (**not parent**) Parchment account are below:

1. Log in to Parchment.com
2. Click Create New Account
  - a. Click on learner or parent
  - b. Type in student full legal birth name (Joseph not Joe)
  - c. Birth date
  - d. Highest level of Education type: OTHER
  - e. Email (**not school email, not parent email**)
  - f. Password
  - g. Confirmation Code (will be sent to the email provided)
3. Add High School (Rockford High School, Rockford MI)
4. Verify Birth date
5. Select Gender
6. Earliest Year: 2020
7. Expected Graduation Year: 2024
8. Click I waive my right to access (Consent and Request)
9. Order Transcript
10. Type in College, NCAA or NAIA
  - a. Make sure to pick UNDERGRADUATE under college
11. Select college
12. When do you want to send: SEND NOW
13. Save/Continue

- 14. Sign Name, add parent name if under 18
- 15. Save/Continue

**Letters of Recommendation:**

Check to see if any of your applications will require a counselor or teacher letter of recommendation early. Talk to your counselor or teacher about the letter of recommendation **at least two weeks** prior to the due date so that they have ample time to write the letter.

**Test Scores:**

Applications requiring test scores will want the scores sent directly from ACT or SAT. To have those sent you can include the 4 schools you would like the scores sent to when you register for the SAT or ACT, or you can log in to your College Board account to send them later. If you wait until later to send the scores, there is a fee to send them.

After the COVID – 19 pandemic, many schools have given students the ability to apply test optional. If you do not want your test scores sent or included on your transcript, you need to let your counselor know BEFORE requesting or sending any transcripts.

All juniors will take the SAT test in school the week after Spring Break and do not need to register for that test date. If your student would like to take the test again on another date, they will need to register to take that test.

**Test Dates:**

SAT		ACT	
Test Date	Registration Deadline	Test Date	Registration Deadline
March 9, 2024	February 23, 2024	February 10, 2024	January 5, 2024
May 4, 2024	April 19, 2024	April 13, 2024	March 8, 2024
June 1, 2024	May 16, 2024	June 8, 2024	May 3, 2024