

# Torrington High School

## *College Application Guidelines and Procedures*

A Torrington High School Guidance Department Publication

## Applying for College Admission

There are several steps in the college admissions process that are outlined on the following pages. Although it may seem daunting at first, it is best broken down into simple fragments that can be tackled one at a time. Refer to the College Admissions Checklist after this section to help keep you on track.

Colleges typically require six different elements in the college application process:

1. The college application
2. SAT, ACT and possibly SAT Subject Test scores
3. High school transcript
4. Letters of recommendation
5. Resume of student activities and awards
6. The College Essay

### Step #1 – The College Application

- Contact colleges over the Summer before your senior year or early in the Fall to obtain paper applications.
- Better yet, go on-line! Applications for most colleges, including Connecticut state universities and the Common Application are available on-line. *Please refer to common application procedures!* On-line applications are easier, faster and safe. Some colleges are beginning to only accept applications on-line and they may even waive the application fee! **TIP: Always print the “receipt” or “confirmation code” for your records, and always print hard copies of your application!**
- Read directions and check deadlines as soon as you receive an application.
- **Deadlines, deadlines, deadlines!** Always check and double-check!

### Step #2 – SAT, ACT and SAT Subject Tests

- Register for and take the SAT, ACT or SAT Subject Tests in the Spring of your junior year and/or early in the Fall of your senior year.
- Have official copies of test scores sent from Collegeboard or the ACT to each college to which you are applying.

### Step #3 – High School Transcript

- Fill out a yellow Transcript Request Form for each school to which you are applying and submit to the Guidance secretary at least two weeks prior to your preferred mailing date.
- Check college application forms for a “School Report” or “Counselor Report.” If you apply on-line, be sure to print these forms if necessary. Submit forms to your School Counselor.
- Your Counselor will mail your transcript to the colleges that you specified on each Transcript Request form along with any supporting documents, (paper application, recommendations, essay, application fee, etc...), that you have provided for the application packet.

## Step #4 – Recommendations

### *Teacher Recommendations:*

- Request teacher recommendations early in the Fall of your senior year
- Give teachers a minimum of two to three weeks notice to write a college recommendation
- Review college application forms for a “Teacher Report.” If you apply on-line, be sure to print these forms if necessary. Submit forms to your teacher when you request a recommendation along with your resume.
- Guidance recommends that teachers give their recommendations to your School Counselor to be included in the application packet mailed by Guidance. However, some teachers prefer to send their recommendations to the college themselves. Ask your teacher which method they prefer for submitting your recommendation and make note of this on your Transcript Request Form.
- If a teacher would like to send the recommendation themselves, provide them with a stamped addressed envelope to the admissions office of the college.

### *Counselor Recommendations:*

- Request counselor recommendations early in the Fall of your senior year
- Give counselors a minimum of two to three weeks notice to write a college recommendation
- Review college application forms for a “School Report” or a “Counselor Report.” If you apply on-line, be sure to print these forms if necessary. Submit forms to your Counselor with the Transcript Request form
- Fill out the Student Brag Sheet and return to your counselor – Every counselor has 70 recommendations to write and the Student Brag Sheet is an integral piece that helps counselors learn a little bit more about what makes you unique.
- Have your parents fill out the Parent Questionnaire if they would like; and return to your Counselor – The parent questionnaire gives your parents the opportunity to make note of any special qualities or circumstances that will help your Counselor speak to a more complete picture of you and the person that you are.

**Note:** Many colleges will request 1 to 3 letters of recommendation. They may also request recommendations from specific sources, such as clergy or an employer. Be sure to check and double-check your college’s specific recommendation requests and deadlines.

## Step #5 – Resume

- Create a resume using the templates found in this guide, or by using a format of your own choosing.
- Include school activities, extracurricular activities, classes that you were most interested in, special interests, part-time work, awards, etc...
- Update your resume form from junior year and use it to help organize your resume.
- Either submit your resume on-line with your application or give to your Counselor to be mailed with your transcript and supplemental information.

**Note:** College applications will generally have charts for you to fill in with minimal information regarding extracurricular activities, volunteerism, courses, etc... Though you may choose to include a resume with your application, always fill in the application entirely, do not write “please see resume” and use your resume as a substitute. Instead, use your resume to supplement your application and to explain in further detail the many activities, sports and volunteer work that you listed on your application.

## Step #6 – Writing the College Essay

- Decide what you are going to write about – Nearly every college application will have their own college essay question. Though many may sound the same, nearly all put their own unique twist on a question.
- Start early – Begin writing your essays at least a month in advance of the application deadline, if not earlier.
- Give yourself enough time to revise and edit your essay – Check for typos and correct grammar
- Have your parents or English teacher read over your essay and give feedback
- Either submit your essay on-line with your application or give your essay to your Counselor to be mailed with your transcript and supplemental information (or do both!)

## Colleges with Common Application Checklist

Please note\*\* Many schools accept the COMMON APPLICATION but some do not. If a college to which you are applying does not accept the Common Application, you should use the college's individual electronic application on the official college website (follow checklist on the other side). Alternatively, a paper application can be submitted.

- Create a Common Application account at [www.commonapp.org](http://www.commonapp.org).
- Complete ALL required fields:
  - Profile—includes contact information, demographic information and geographical information
  - Family—Household information, Parent/Guardian Information, Sibling Information
  - Education—School, History of Education, Academic Information (GPA, grades, awards). **This section must be completed before you will be able to invite your recommenders!**
  - Testing—College Entrance Exams (SAT's or ACT's) and AP exams and/or other relevant 9-12 testing
  - Activities—Volunteer, Work, Extracurricular
  - Essay—650 Word Maximum
  - Explanations—school discipline, criminal history, and education interruption
  - Additional Info—Optional for relevant circumstances not reflected elsewhere in application
- Click on **MY COLLEGES** tab—
  - Add the colleges to which you plan to apply. You will be asked to supply some or all of the following types of information: academic major, contacts, and residence information
  - **Under this section, you also assign recommenders.** Make sure that you have asked your teacher(s) and counselor in advance of assigning them as recommenders. You must "assign" the teacher(s) or counselor using their **correct email address**. Once you've completed this, the counselor or teacher receives an email with your invitation to write a recommendation on the COMMON APP.

Please note\*\*\* Counselors and teachers will not be able to submit your materials unless you do this. (You do not need to have completed any of your Common APP or be ready to submit it. You just need to have the education section of the Common App completed).

If a teacher "opts out" of completing their forms on-line, it is the student's responsibility to provide them with the appropriate Common Application forms. The teacher report form is available on [commonapp.org](http://commonapp.org). You will also need to supply an addressed envelope and stamps to the teacher.

- Individual colleges will not receive your application until you pay your application fee on the Common App site
- Order official SAT scores from [www.collegeboard.org](http://www.collegeboard.org) or ACT scores from [www.actstudent.org](http://www.actstudent.org), if you did not request them to be sent to the school when you registered for the test(s)

### Provide Secretary

- transcript request form for EACH school and attach to the front of the envelope
- if you apply before mid November**, provide a white business envelope with college admission office address and 1 current stamp to send Q1 grades

### Provide Counselor

- completed brag sheet
- résumé – original green – counselor will make 2 copies for you to give to recommenders
- Counselor will mail or upload counselor letter of recommendation, transcript, school profile, Q1 grades, teacher recommendations provided and any additional information/documents that you want included – indicate on transcript request form what you need included

### Additional Points

- Tell counselor when acceptances, wait-lists, deferrals, and denials come
- After you have made your final decision at the end of the year, provide the guidance office with a completed envelope (your name in pencil in the upper left corner, your college address in the middle, and a current stamp in the upper right corner) so we can send your final transcript to the

## Colleges with Individual SCHOOL ONLINE or PAPER Applications Checklist

- Log on to college website and review application information
- If paper application, print application from website and complete all required sections in black or blue ink
- If online application, complete all application components online
- Submit or upload essay and any other required documents
- Pay fee online or give check to counselor to include with application materials
- Make sure to order official SAT scores from [www.collegeboard.org](http://www.collegeboard.org) or ACT scores from [www.actstudent.org](http://www.actstudent.org), if you did not request them to be sent to the school when you registered for the test(s)

### Provide Secretary

- transcript request form for EACH school and attach to the front of the envelope
- large manila envelope with college admissions office address with 4 current stamps (unattached)
- if you apply before mid November, provide a white business envelope with college admission office address and 1 current stamp to send Q1 grades

### Provide Counselor

- completed brag sheet, if counselor recommendation is needed (please give 2 weeks' notice before deadline)
- résumé – original green – counselor will make 2 copies for you
- any additional forms the college wants school counselor to fill out
- Counselor will mail and/or upload counselor letter of recommendation, transcript, school profile, Q1 grades, teacher recommendations provided and any additional information/documents that you want included – indicate on transcript request form what you need included

### Recommender -- teachers, coaches, or other

- request for letter to be sent by certain date (please give two weeks' notice before letter is needed)
- provide résumé - copy
- provide white business envelope with college admission office address and 1 current stamp, if teacher requests to send themselves

### Additional Points

- Tell counselor when acceptances, wait-lists, deferrals, and denials come
- After you have made your final decision at the end of the year, provide the guidance office with a completed envelope (your name in pencil in the upper left corner, your college address in the middle, and a current stamp in the upper right corner) so we can send your final transcript to the school you are attending in the fall

## To Be Brief...

### Student Responsibilities:

- Complete college applications (either on-line or paper)
- Complete one Transcript Request Form for each college
- Complete Senior Brag Sheet and Parent Questionnaire (Complete two weeks before your application is due). **For Counselor use only!**
- Bring Transcript Request Form and all other supporting documents (including "Counselor" or "School" reports) to Guidance at least 2 weeks prior to the deadline for processing.
- Bring one 9x11 addressed envelope for each college to Guidance
- Bring 4 stamps for each college to Guidance
- Ask teachers for recommendations (Guidance prefers to have teachers return recommendations to the School Counselor)
- Send SAT and ACT scores directly from testing agency to colleges

### School Counselor's Responsibilities:

- Fulfill Transcript Request
- Write recommendation and/or complete "Counselor" or "School" report if requested
- Mail application packet, which includes:
  - Transcript
  - Recommendations (both Counselor, teacher and/or other)
  - A copy of SAT and ACT scores (unofficial), if specified
  - Paper application (if applicable), if provided by student
  - Other supporting documents if, provided by student, including:
    - Essay
    - Resume
    - Check for application fee
    - Etc...

## COLLEGE ADMISSIONS CHECKLIST

Name of College									
College Address									
Application	On-Line Paper			On-Line Paper			On-Line Paper		
Application Deadline									
Required Tests	Registration Deadline		Test Date	Registration Deadline		Test Date	Registration Deadline		Test Date
SAT									
ACT									
SAT Subj. Tests									
Interview Required	Requested		Date	Requested		Date	Requested		Date
Recommendations Requested	Name	Name	Name	Name	Name	Name	Name	Name	Name
Recommendations Complete									
Transcript Request Form Filed									
Application Complete									
Financial Aid Deadline									
Financial Aid Forms	FAFSA	CSS	Other	FAFSA	CSS	Other	FAFSA	CSS	Other



## STUDENT BRAG SHEET

Name of Student: \_\_\_\_\_

The following information is needed by your counselor to write an effective recommendation for schools and colleges. Before you write, take a moment to review the questions and make an honest self-assessment. Be truthful and concise. *This form must be returned to your counselor at least 10 school days prior to requesting a recommendation letter. When this questionnaire is completed and you turn it in, then schedule a personal interview time with your counselor.* Use the back of this page or attach additional pages if necessary.

1. List 6 adjectives which describe you and (briefly) why?
2. Do you think your transcript accurately reflects your academic abilities and accomplishments?
3. Are there any circumstances in your life that reduced your academic effort or performance in your grades?
4. What would you change about your high school career?
5. What are your strengths and weaknesses?
6. What extracurricular activities are most important to you? Why?
7. What job experience has been particularly meaningful? Why?
8. Have you formulated a career choice or college major at this time? If so, what is it?
9. If you were to put a quotation about you in the yearbook, what would it say?
10. What is the best advice you have ever received?

SAMPLE

PARENT QUESTIONNAIRE  
FOR COLLEGE RECOMMENDATION

Name of Student: \_\_\_\_\_

1. What do you consider the outstanding accomplishments of your senior student during the past three or four years? Why did you select these as most important?

2. In what areas has your senior student shown most development and growth during the past three or four years?

3. If you had to describe your student in adjectives, what would they be? Why would you choose these adjectives?

4. Were there any circumstances or personal experiences that have affected your senior's academic or personal experiences?

Please feel free to write on the back of the paper if your comments do not fit into the space provided.

Parent Signature \_\_\_\_\_

Please note: THIS FORM IS FOR COUNSELOR USE ONLY

**TRANSCRIPT REQUEST FORM**  
**TORRINGTON HIGH SCHOOL**

**TO BE COMPLETED BY STUDENT - all sections must be complete prior to processing**

Student Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Counselor Name: \_\_\_\_\_

For College Applications: How are you applying (check one):  On-line  Paper  Common App On-line

Application Deadline: _____	Preferred Mailing Date: _____			
This Official Transcript is for: (Check One)				
<input type="checkbox"/> College	<input type="checkbox"/> Special Program	<input type="checkbox"/> Scholarship	<input type="checkbox"/> Employer	<input type="checkbox"/> Other
Send records to: _____				
(Name of Institution, Scholarship or Organization)				
(Address)				
_____				
_____				
_____				
Permission to Release Transcript: _____				

**\*If applying with Common App On-line for college, please do NOT fill in boxes below\***

**Student:** I have provided to Guidance the following in my application packet:  
(Check all that apply)

Paper Application  
 Essay  
 Check  
 Resume  
 Other

**Student:** I request Guidance include the following in my application packet:  
(Check all that apply)

Secondary School Report Form  
 Counselor Recommendation (2 week notice & Brag Sheet necessary)  
 Unofficial SAT and/or ACT Scores (all scores we have will be included)  
 Teacher Report Forms  
 Teacher Recommendations

1. \_\_\_\_\_  
(Name of Teacher)

2. \_\_\_\_\_

3. \_\_\_\_\_

(Students are responsible for arranging Teacher Recommendations to be on file in Guidance if applicable)

**FOR GUIDANCE OFFICE USE ONLY**

Date given to Counselor: \_\_\_/\_\_\_/\_\_\_ Counselor Initials: \_\_\_\_\_

Common Application On-line: Secondary School Report submitted on (date): \_\_\_/\_\_\_/\_\_\_

Mailed Materials:  Application  Essay  Check  Resume  Transcript (signed)  
 School Report  Counselor Rec.  SAT/ACT  First Quarter Grades  
 Teacher Rec.'s  Teacher Report(s)  Other \_\_\_\_\_

Date Mailed: \_\_\_/\_\_\_/\_\_\_ Mid-Year Reports: \_\_\_/\_\_\_/\_\_\_ Final Report: \_\_\_/\_\_\_/\_\_\_



**Publications/Exhibits/Competitions: Academic or Artistic in School or Community**

Title	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	Description

**Special Interests/Talents: Include Dance, Eagle Scouts, E.M.T. Training, Musical Ability, etc...**

Title	Description

**Honors/Recognitions/Awards: Academic or Community**

Title	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	Description

**Summer Enrichment or Courses Taken at Colleges:**

School or College	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	Name of Program or Course	Description (w/grade if applicable)

**Work Experience:**

Employer	Years	Hours/Week	Position	Description

After graduating from Torrington High School, I plan to (please check 1 or 2 options):

- pursue a 4-year Bachelor's degree  
\*I plan to major in \_\_\_\_\_ for a career in \_\_\_\_\_
- pursue a 2-year Associate's degree  
\*I plan to major in \_\_\_\_\_ for a career in \_\_\_\_\_
- pursue a certificate program  
\*I plan to pursue a certificate in the field of \_\_\_\_\_
- work  
\*I hope to work as a \_\_\_\_\_
- join a branch of the military  
\*I plan on joining the (army, airforce, marines, etc...) \_\_\_\_\_
- I am unsure what I plan to do