

A “TO DO” LIST FOR APPLYING TO COLLEGES

Schedule an appointment with Mrs. Judge

- . Appointments begin the week of September 21st.
- . Review your academic record and discuss your educational goals.
- . Develop your final list of colleges.
- . If requested, parent meetings will be scheduled.
- Obtain an *Application Checklist* to begin application process.

Complete all Standardized Tests

- . Complete SAT testing by ***December*** of your senior year.
- . Register on time to avoid penalty fees. Online registration is available at www.collegeboard.com.
- . Our school’s College Entrance Examination Board (**CEEB**) is **394780** and should always be included on registration. This is not the test center code. The test center code is where you are physically going to sit for the exam. Your CEEB code is always Riverside’s code; test center code will vary by test date and location.
- . See if you qualify for a fee waiver.
- . Check to see if the colleges to which you will apply require the SAT Subject Tests and if they stipulate specific subject areas.
- . ***Send your scores directly to colleges – they are not included on your transcript.*** You can obtain 4 free reports by listing colleges when you register for the SAT. If you want to send scores to more than 4, there is an extra fee unless you qualify for a fee waiver. ***If you are thinking about playing sports in college you must send a copy of SAT scores directly to the NCAA Clearinghouse. There code is 9999.***
- . Consider taking an ACT test; information is available in the Guidance Office. The ACT website is www.actstudent.org

Attend high school visits.

- . Three college visitation dates are scheduled for the fall. Various colleges will be present on each of these dates. Check with Guidance to find out which schools will be present on which day.
- . Remember to register in the Guidance Office at least one day in advance of visit.

Request Teachers to write Letter of Recommendation

- . Some applications include a teacher recommendation form. If you need a recommendation, ask **well in advance** of deadline date.
- . Ask teachers to return completed forms or letters to the Guidance Office.
- . Complete a *Student Information Sheet* to provide teachers with information about you that will help them write a thorough letter.
- . Do not request unnecessary or numerous teacher recommendations, 1-3 is all that is necessary and that varies by school.

Write College Essay(s)

- . Be prepared to do several drafts.
- . Have someone critique and proofread your essay before submitting for processing.
- . Use spell check!
- . Save your work.

Complete Applications

- . Submit applications with *Application Checklist* to the Guidance Office at least **2 weeks** before deadline dates.
- . Apply early if selecting a 'rolling admissions' school.
- . Review applications with Mrs. Judge before submitting.
- . For your information our school address is:
Riverside Junior- Senior High School, 310 Davis Street, Taylor, PA 18517.

Mrs. Judge's phone number is (570) 562-2121, ext. 121 and her e-mail address is ajudge@riversidesd.com.

Continue to Investigate Colleges

- If possible, schedule interviews with colleges that offer them.
- . Meet with department chair, coaches, sit in on classes.
- . Check open house dates.