

**Archbishop Alter High School**  
**Class of 2024**  
**College Application Process Reminders**

**Yellow Folder**

- All items must be filled out and returned INSIDE the yellow folder before any applications can be processed.
- Your transcript fees will be processed through FACTS.
- Application requests will begin to be processed after mid-September.
- Be cautious about deadlines!

**Applications**

- Check all spelling and grammar prior to submission.
- Use full, legal name on all documents in order to ensure the schools place all your information in the same file.
- Use an email address that you can use after you graduate- do not use your Alter email address.
- Follow the common app guide for step-by-step directions to filling out your applications.

**Letters of Recommendation**

- Recommenders must be asked IN PERSON- please do not send email requests to recommenders.
- Only ask two recommenders for letters, unless you have proof that you are applying to a school that wants more than two.
- Follow the university's guidelines for recommendations. If they want one, send only one. If they want two, send only two. Do not send more than they ask for.
- Consider writing a thank you note or giving a small gift to your recommender. Teachers are not required to write letters of recommendation- they do so on their own free time and spend a great deal of time writing.
- Outside recommenders can send letters directly to your counselors for submission. You can also use the common application other recommender option, but Naviance does not allow for recommenders outside of Alter staff.
- Letters will NOT be written if you have not completed the letter of recommendation survey in Naviance.

## College Visits

- Students are eligible for 3 days out of school in order to visit colleges. Students must pick up a college visit form in the main office prior to going. Absences will be considered excused when the form is returned with a signature verifying your attendance in a college visit presentation at a university. Forms must be returned the day you return to school.
- Many colleges visit Alter during the school day. Juniors and seniors are allowed to attend 5 of these presentations each year and must register via Naviance.

## Standardized Tests

- Official scores from ACT/SAT may be required by universities. You must send these scores via [act.org](http://act.org) or [collegeboard.org](http://collegeboard.org).
- Check websites for upcoming test dates, if you'd like to retest.
- Send early! These scores are required to be in by your application due date.
- Some schools require SAT subject tests for admissions.
- AP scores are not included on transcripts and are not used as part of the admissions process. Scores must be sent to the college a student chooses to attend after being accepted.

## Scholarships

- The majority of scholarships are not made available until second semester.
- Scholarship requests will not be completed on the weekends or during holiday breaks- watch deadlines!
- We require a two weeks' notice to ensure completion of scholarship materials you may need.
- Scholarships are posted outside the guidance office and on Naviance.

## Final Reminders

- Do not rely on email notifications and online portals. Call the admissions office directly if you have questions or want to ensure your materials have been received.
- Keep in mind that once materials are received, it can take colleges many weeks to process your documents.
- Turning in materials prior to deadlines will not give you an advantage; take your time and make sure everything looks ok.