

Archbishop Alter High School

Class of 2027

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 around mid-September.
- Be cautious about deadlines!

Applications

- Check all spelling and grammar prior to submission.
- Use full, legal name on all documents 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.
- 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 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 or 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.
- 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

- Many scholarships are not made available until the second semester.
- Scholarship requests will not be completed on the weekends or during holiday breaks – watch deadlines!
- We require 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.
- Take your time and make sure everything looks ok!