

COLLEGE APPLICATION PROCEDURE

THE APPLICATION

1. It is the student's responsibility to obtain all of his/her college applications. The Guidance Office also has some applications on file, which are available to students. Over the last few years, there has been a substantial increase in on-line applications. Today, many colleges are strongly encouraging this process over the paper application. Some schools joined together to use an electronic "Common Application."
2. If you are doing a paper application, please complete the application neatly and legibly either in black ink or in typed form. Please be sure that both you and your parent/guardian(s) **proofread** the application *carefully*. It is strongly recommended that a copy of each application is retained in your files. Mail your application and payment directly to the college.
3. The **only exception to #2** is if an application requires that the counselor complete a section, which **should not be detached**. Then you must bring the completed, proofread application with the check/money order to the counselor. Again, *remember*, some college choices may encourage you to apply on-line. Follow the procedures carefully and print a copy for your files. Many colleges require an essay as part of the application process. You may want to consult your English teacher for assistance.

REQUEST FOR TRANSCRIPT

Two weeks prior to mailing an application, you **must** complete a Records Release Form signed by the student and parent/guardian. This comprehensive form permits the school to release records pertinent to the admissions process as your targeted schools. **Fully complete a new form for each college to which you apply**, and give it to your counselor. College admissions offices ask for different materials. Kindly inform the counselor of what each school requires for mailing. *No transcripts, test scores, or scholarship information will be sent to colleges without the completion of this form.*

LETTERS OF RECOMMENDATION

1. Please note that not all colleges request letters of recommendation (e.g., CCM), and many may **only require** one teacher's letter of recommendation.
2. Please complete the Counselor and Teacher Request for Recommendation forms (on separate pages) and give them to your counselor and teacher(s) *as soon as possible*, along with any forms required by the college.
3. It is expected that you give your teacher(s) a stamped envelope with the college's address and Morris County School of Technology's return address.

Do this two weeks prior to mailing!

COURTESY

Please respect the two week (14 business days) window for staff to process requests. Careful planning will help to avoid any last minute emergencies. Application procedures for educational and scholarship activities require multiple assistants. Staff schedules vary, so honoring timely procedure is important!

SEE YOUR COUNSELOR IF YOU HAVE ANY QUESTIONS

COLLEGE APPLICATION CHECKLIST

- Check application deadlines for the schools that you apply to.
- Be aware of SAT/ACT dates and registration deadlines.
- Send your SAT/ACT scores to your colleges.
- Complete the Senior Information packet and give one to your school counselor and two teachers to assist in writing a letters of recommendation.
- Schedule visits with the colleges that you are most interested in attending and set up an interview with the Office of Admissions on the day of your visit.
- Begin working on the essay. Check the application on the school website to obtain information on the essay.
- Notify your school counselor when you are ready to send in your application. **If there are any Counselor Sections of your application that have to be completed, please give them to your counselor ahead of time.**
- Even if you apply to a school online, we must send out transcripts, letters of recommendation, and a school profile.
- Go online to collegeboard.com and or actstudent.org to have your SAT/ACT scores sent to your colleges.
- Refer to the scholarship information on the Counseling Department link on www.mcvts.org
- Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov
- Send mid-year reports to your colleges.
- May 1st—deposits are due to your college.

COLLEGE APPLICATION CHECKLIST
(complete when you meet with your counselor)

Student's Name: _____ **College:** _____

Date of Request: _____ **Date Sent Out:** _____

- Application (online/written)
- Official Transcript
- SAT Scores (most current)
- 1st Marking Period Grades
- School Profile
- Counselor Recommendation
- Counselor Section
- Teacher Recommendations (2)
- Essay (if required)
- Check/Paid Online
- Other

Student's Signature

Date

SENIOR INFORMATION

Name:

Address:

Email Address:

Intended Major/Career Interest:

Please print neatly or type on a separate sheet

1) List all Academic Honors: (Honor Roll, National Honor Society, National Technical Honor Society, etc.) Indicate how many times you were named to the Honor Roll.

2) List all School Activities (Clubs, Band, Chorus, School Play, Class Office, etc.)

3) List any Community Service Activities and any Religious Group Activities.

4) Athletic Participation—indicate the team, number of years, varsity letter(s) earned, captain, individual, and team accomplishments.

5) List Hobbies and other Interests.

6) List any jobs you held during high school.

Name of Employer

Dates you worked

Average # of hours/week

7) Describe some special interest, talent, experience, achievement, or anything else that you would like the college to know about you.

8) Miscellaneous (Travel/Other Educational Experiences/Foreign Languages that you are fluent in, etc.)

9) Indicate any special circumstances that may have affected, positively or negatively, your personal or academic growth (i.e. an extended illness, a move, a special situation with/in your family, etc).

PLANNING FOR COLLEGE: A CHECKLIST FOR STUDENTS

Type of College and Location

1. Type of College: Two-Year _____ Four-Year _____
 Public _____ Private _____
 Men _____ Women _____ Coed _____
2. Size: Below 1,000 _____ 1,000-3,000 _____ 3,000-5,000 _____
 5,000-10,000 _____ Over 10,000 _____
3. Enrollment by Race: Important _____ Not Important _____
4. Religious Affiliation: Important _____ Not Important _____
5. Cost to Attend: Important _____ Not Important _____
 Maximum Tuition Parents Can Pay \$ _____
6. Location: New England _____ South _____ Puerto Rico _____
 Mid-Atlantic _____ West _____ Canada _____
 Midwest _____ Southwest _____ Other _____

Indicate Specific States _____

Locale: Small town _____ Suburban _____
 Rural _____ Large City _____

7. Housing: On campus _____ Off campus _____ Live at home _____

Academic Information

8. Major (first choice) _____ Major (second choice) _____
9. Program of Study: Work study _____ Honors _____ Accelerated _____
 Independent study _____ Study Abroad _____
10. Intercollegiate Athletics: Important _____ Not Important _____
11. Intramural Athletics: Important _____ Not Important _____
12. Test Scores: SAT Verbal _____ ACT Composite _____
 Math _____
13. High School Grade Point Average: _____
14. Class Rank: _____ out of _____

Student Activities

- | | | |
|------------------------------------|-------------------------------|------------------|
| _____ Newspaper | _____ Yearbook | _____ Magazine |
| _____ Dance | _____ Drama | _____ Film |
| _____ Concert Band | _____ Opera/Musical Theatre | _____ Chorus |
| _____ Radio | _____ Television | _____ Debate |
| _____ Marching Band | _____ Fraternities | _____ Sororities |
| _____ Student Government | _____ Religious Organizations | |
| _____ Social Service Organizations | | |
| _____ Ethnic Organizations | | |

Military

- _____ Army ROTC _____ Air Force ROTC _____ Navy ROTC

Rank the following in order of important to YOU (#1-15)

- | | |
|-----------------------------|--------------------------|
| _____ Major (first choice) | _____ Program of Study |
| _____ Major (second choice) | _____ Enrollment by Race |
| _____ Type of College | _____ Housing |
| _____ Size of College | _____ Athletics |
| _____ Religious Affiliation | _____ Student Activities |
| _____ Cost to Attend | _____ ROTC |
| _____ Location | _____ Other |
| _____ Locale | |

Student's Signature: _____ **Date:** _____

Morris County Vocational-Technical School District
Morris County School of Technology
400 East Main Street
Denville, NJ 07834
Telephone: 973-627-4600, ext. 238
Fax: 973-627-4738

Guidance Department

Dr. Loraine A. Petrillo, Director of Student Personnel Services
Ms. Gloria Davison, Ms. Diane Gironda, Mr. Robert Havas, Mr. James Reidy

RELEASE OF INFORMATION

I hereby give permission to:

Morris County Vocational-Technical School District Professional Staff
and

Name: _____

Address: _____

Telephone Number: _____

to share any medical, social, psychological, or educational information (including transcripts, standardized test results, scholarship information, and grade reports), Child Study Team records (if applicable), suggestions, and/or recommendations concerning:

Student's Name: _____, who is my _____.
(relationship to student)

Student's Signature

Date

Parent/Guardian's Signature

Date

Please print Parent/Guardian's Name

Telephone Number

Received by: _____

Date: _____

