

BHS College Application Process

- ▶ Obtain and Complete a Release of Information form from the Guidance Assistant. This form must be turned in before transcripts can be sent to colleges of your choice. If you are under the age of 18, a parent must sign this form.
- ▶ Research and determine which colleges you will apply to. Most colleges prefer you apply online. Take note of admission requirements, deadlines, application fee, fee waiver policy, etc.
- ▶ Ask for Teacher Recommendation Letters if needed - giving them approximately 2 weeks before you need to submit your Transcript Form.
- ▶ Students approved for Free/Reduced Lunch should obtain application and ACT/SAT fee waivers from your Counselor.
- ▶ Complete a yellow Transcript Request Form (include a stamped envelope with the college address for each request) and attach it to all information needing to be sent to the college of your choice.

- ▶ Submit your COMPLETED application packet to the Guidance Receptionist. A completed application packet includes the following:
 - ▶ Application (unless submitted online)
 - ▶ Transcript Request Form with stamped and addressed envelopes
 - ▶ Application Fee (unless submitted online) check, money order, fee waiver
 - ▶ Recommendation Letter(s) if required
 - ▶ School Counselor Form if required - if application was completed online, please print this off and include it with Transcript Request
 - ▶ Any other information requested by the college/scholarship you are applying to
 - ▶ Incomplete packets will not be accepted!!!
 - ▶ Allow seven (7) school days for guidance to process your application. Note: Transcripts are official only when they are mailed directly to the institution from the Guidance Department.

- ▶ When you receive your acceptance letters and scholarship award letters (even the ones you don't plan on attending or using) bring them to your Guidance Counselor so we can make a copy and you can put your name on the college board.

SAT - www.collegeboard.org

- ▶ Registration for the tests are done online. Create an online account and use a username and password you can remember.
- ▶ Registration Fee: \$52.50
- ▶ Late Registration Fee: additional \$28.00
- ▶ General Information:
 - ▶ Total Score: out of 2400
 - ▶ Scores sent to 4 colleges at no cost
 - ▶ Penalized $\frac{1}{4}$ point per wrong answer
 - ▶ 9 sections:
 - ▶ 3 Critical Reading
 - ▶ 3 Math
 - ▶ 3 Writing

ACT - www.actstudent.org

- ▶ Registration for the tests are done online. Create an online account and use a username and password you can remember.
- ▶ Registration Fee: \$38.00
- ▶ ACT w/ Writing: \$54.50
- ▶ Late Registration Fee: additional \$24.00
- ▶ General Information:
 - ▶ Total Score: out of 36
 - ▶ Scores sent to 4 colleges at no cost
 - ▶ Not penalized for wrong answers
 - ▶ 4 sections:
 - ▶ English
 - ▶ Math
 - ▶ Reading
 - ▶ Science
 - ▶ Writing is optional

See ACT & SAT link for test dates