

## **COLLEGE AND SCHOLARSHIP APPLICATION INFORMATION**

During the school year, you may face the task of applying for colleges, jobs and scholarships. There are guidelines you will need to follow in order to increase your opportunities and to allow us to serve you as best we can.

**APPLYING** – Paper applications for colleges, scholarships, etc., should be processed through the Guidance Office. Have everything you need (including any fees) in order and take them to Mr. Gaulke, along with a completed “Transcript Request Form”. ***(No request form is needed if you are using the Common or Coalition Applications, or SendEdu. I will receive email notifications for those)***. They will be checked for accuracy, completed as necessary, and mailed after we attach a transcript. You need not include envelopes or postage, since we provide that service. Only transcripts mailed directly to the final destination are marked with the school seal and no other designation. All others are marked “Unofficial”, or are sealed and marked “Issued to Student” if placed in the hands of the student or parent. Be sure to let us know if there are to be letters of recommendation attached so that we can include them.

**WE PAY POSTAGE FOR ALL COLLEGE APPLICATIONS. MANY REQUIRE LARGER ENVELOPES AND MORE POSTAGE THAN STANDARD MAIL.**

**DEADLINES** - While every attempt is made to serve your needs as soon as possible, it is often necessary for us to be doing other things in guidance. Therefore, applications and requests need to be turned in at least one week prior to the postmark deadline, and ten days prior to a “received” deadline.

**RECOMMENDATIONS** - Please give people writing letters of recommendation plenty of time to do this. They should be asked AT LEAST TWO WEEKS before you will need the letter. If you ask a staff person at B-C, he/she can turn it in or e-mail the typed copy to Mr. Gaulke, and we will put it on school letterhead in the Guidance Office. If it is from a person outside of the school, the final copy (typed) should either be sent directly to the college (the student should supply a stamped, addressed envelope), or turned in with your application to the Guidance Office. Letter of Recommendation Information sheets in the Guidance Office and on the website that you can fill out and give to those writing letters. We will make the copies for you!!

**SCHOLARSHIP/FINANCIAL AID INFORMATION** - Scholarship and financial aid information arrives in the Guidance Office on a regular basis. A list will be updated and distributed every four to six weeks in the Senior Bulletin. Look these over and contact Mr. Gaulke immediately if you are eligible and interested in applying. Don't delay...deadline dates are crucial!!! It is also important to contact the Financial Aid Office of the colleges to which you will be applying. Financial Aid Office phone numbers and emails are available elsewhere, such as on college websites, college bulletins, etc.

**DOING THE ACTUAL APPLICATION** - WHEN YOU APPLY TO COLLEGE, THESE ARE THE STEPS TO FOLLOW HERE AT BLOOM-CARROLL HIGH SCHOOL IF DONE HARD COPY (If done online, do all of the same except bringing the application in to be mailed):

1. If not done on-line, type or use **black or blue ink**. Your application should be neat, complete and readable.
2. Read everything very carefully and do not omit any requested or necessary information.
3. Proofread everything **again**. You may want someone else to proof it for you.
4. Do not forget to sign and date the application.

Then, bring the following to the Guidance Office:

- a. The application.
- b. The Transcript Request Form filled out.
- c. The check or fee waiver, if applicable.
- d. The essay (if one is required).
- e. Signed letters of recommendation (if they are required or you feel that you may not be accepted without them). **Do not** send letters if they specifically tell you not to. If your letters are on file in the Guidance Office, notify Mr. Gaulke which letters you will need signed, and which applications they are to go with, and we will have them ready to go in with the application.
- f. Your resume or personal data sheet, if needed.
- g. Any additional forms, such as a Guidance Counselor form, if required

### **Helpful Application Hints**

Based on information from meetings with several representatives from selective admissions colleges, they gave a few tips for those who want admission.

- Essays, if required or optional, are critical to make the student stand out from the crowd. The rest of the application is “cookie cutter”.
- Early Action or Early Decision applicants should be those who are at the top with grades, coursework, activities and ACT/SAT scores completed by November 1.
- Only add supplemental or non-required materials if it adds something new to the rest of the application. They can be sent even if not asked for, but DO NOT send if specifically told not to. This addition should be done by a campus visit or other communication with an admissions representative.

**DO NOT PROCRASTINATE. YOU DO NOT WANT TO MISS THE OPPORTUNITY FOR A SCHOLARSHIP OR FOR ADMITTANCE TO THE SCHOOL OF YOUR CHOICE**

**Note** - **Most schools and many scholarships have applications on-line.** If you apply on-line, simply notify the Guidance Office after you have submitted the on-line application, and we will gladly send a transcript. A common error for internet applications is not scrolling to the bottom of each page. Many have a form that must be completed by the high school and accompany the transcript. Your application is not complete unless this form is sent in. Just print the form, complete any parts that you are required to do (often name, address, SS#, or a signature), and turn it in with your request for a transcript. Please read the “Applications steps and procedures” or similar information on the admissions website.

### **ADMISSIONS TEST INFORMATION**

College admission procedures usually require test scores from at least one of the two nationally standardized tests - ACT or SAT. Most Ohio colleges accept ACT scores. However, some schools and scholarships require SAT and/or SAT Subject Tests. Contact the college to determine if this is necessary. Seniors are encouraged to take (or re-take) these tests as early as possible, but no later than the December test dates. Preparation packets and registration flyers are available in the Guidance Office for those who wish to take these tests, or you can register at their websites, ACT.org or CollegeBoard.com.

**ACT and SAT both require a photo upload when you register. Please be prepared to do this with a smartphone or other photo device!! You will NOT be registered nor admitted to the test without this!!**

### **BCHS CEEB CODE IS 360-815**

***If we do not receive the test scores directly from the test agencies, we cannot put them on your transcript.***

### **ACT BENCHMARK SCORES**

ACT College Readiness Benchmark Scores are median college course placement scores that indicate a student has a 50% chance of earning a grade of B or better in typical first-year college courses. They represent a typical set of expectations of students’ skills and knowledge.

<u>College Course</u>	<u>ACT Test Score</u>
English Composition	18 on the English Test
College Algebra	22 on the Mathematics Test
College Social Studies/Humanities	22 on the Reading Test
College Biology	23 on the Science Test

## **Scholarship and College Search Web Sites**

There are many websites available to assist students with college searches, applications, information and financial aid. **Beware of some of them!!** They will try to charge you for information that is free elsewhere. The most common method of this scam is to charge you a fee which you pay via credit card. Once you are admitted to the site, it provides links to free websites. Do not pay for this information. It is free elsewhere. Some good, free websites are listed below. If you have any problem with them, please let me know. There are many other good websites, but these three are listed because one of them has a site license fee paid for by a sponsor, and the others seem to be the most popular among past senior classes and also have the greatest number of scholarships available.

[www.studentscholarships.org](http://www.studentscholarships.org)

[www.TuitionFundingSources.com](http://www.TuitionFundingSources.com)

[www.fastweb.com](http://www.fastweb.com)