

Williamsville **South** High School
College Application Processing Sheet

Office Use Only
Date Submitted:

Name: _____
Last First M.I.

Note: This sheet must be complete in order to process application.

Have you done the following:

Transcript/Standardized Scores Release

For a Counselor Recommendation:

Student Brag Sheet

Parent Brag Sheet

Activity Sheet Updated

Forms Submitted Previously

For a Teacher Recommendation:

- ◆ Provided teacher with a recommendation request form. Provide teacher a stamped envelop addressed to the college if recommendation cannot be submitted online.

Applying with Common App

Applying with SUNY Application

Applying with Coalition Application

Using Individual College Application

Colleges that you are applying too:

*If required, High School report form is attached

Applying with Paper Application, which is attached

Williamsville South HS College Application Instructions

Complete this sheet. List every college to which you are applying. Submit this sheet to the Guidance/Counseling Office no later than **two weeks prior to the application deadline.**

1. If using the Common Application, apply at app.commonapp.org. Enter the counselor's email address under "My Colleges" section so the counselor will receive an e-mail containing a link to the application. This is where the counselor will submit transcripts, profile, counselor recommendation. Also enter the e-mail address of the teacher you are asking for a recommendation. A link is sent to the teacher to complete their recommendation.
 2. If applying on-line using the colleges individual application, print out the "Counselor Recommendation" or School Report" form most colleges provide in their on-line application. Complete the form and attach to this sheet. If the college has an on-line portal for transcript submission it should be noted on the "School Report" you submit to Guidance.
 3. If applying using a paper application, submit the entire application to the Guidance Office. We will mail it along with the transcript and profile. Include payment to the college.
- ◆ When asking teachers for letters of recommendation provide them with a pink "Request for Teacher Recommendation" form. If the teacher does not have the ability to upload a reference letter online (SUNY applications, and most individual college applications do not), then provide the teacher with a stamped envelope addressed to the College Admissions Office. The teacher will mail the reference which will be linked up to your application file.

Williamsville South HS
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HS CEEB Code: 335982