

# MacArthur Guidance Office College Application Procedures

## 2021-2022 School Year

Students are responsible for sending their portion of the college application directly to the universities. We strongly recommend that whenever possible students should use the college's online application, so that we can submit our materials electronically.

1. Students must first request a recommendation from a teacher in person, and should complete a Teacher Recommendation Request form (yellow form available in guidance) and submit to the teacher from whom they are requesting a letter. *We recommend that students secure two (2) letters of recommendation from teachers.*
2. Upon submission of college application(s), students must complete the online application form (green form available in guidance) to request transcript/secondary school report/letters of recommendation/school profile be sent by the guidance office.
3. **\*Please note that Standardized Test Scores (SAT & ACT scores) must be sent directly to the college admissions office from the reporting agency (students should check individual college website to see if test scores are required or optional). Students are responsible for accessing the websites of these agencies and follow the directions on submitting these score reports.\***
4. Students should be mindful of individual college application deadlines and allow our office 10 days for processing. Please see below for early college application deadlines:

### College Application Deadline:

### Application Materials Due in Guidance By:

Monday, November 1<sup>st</sup>

Monday, October 18<sup>th</sup>

Monday, November 15<sup>th</sup>

Monday, November 1<sup>st</sup>

Wednesday, December 1<sup>st</sup>

Wednesday, November 17<sup>th</sup>

5. **Students should submit all college applications with January 1<sup>st</sup> deadlines or rolling admission deadlines before Thanksgiving break! Students are encouraged to make appointment with their counselor to review applications prior to submitting online, we are here to help you!**