

General College Application Instructions

1. Our TARGET DATE is not a deadline but a date to aim to have your *Application Processing Request Forms* handed in to the Guidance Department. Having your requests in by the set target date GUARANTEES we will complete the submission process before we leave for Christmas break.
2. You MUST complete the “*Application Processing Request Form*” with all the information so we know how to submit your transcript. These forms require a parent signature. Additional Forms are available on the Aquinas website. There is a \$3. Processing fee for each college you have listed.
3. You MUST know the college/scholarship application deadlines. Your counselors require at least one month to complete any and all forms and recommendation letters.
4. We recommend you upload a resume to send to each college to which you are applying.
5. If you were eligible for SAT or ACT fee waivers, you will also receive college application fee waivers from the College Board (4) and the ACT (2). The College Board will be sending these to you via e-mail.
6. *You are responsible to have your SAT and ACT scores sent to each college from the testing service, with one exception, CUNY accepts your SAT and/or ACT scores from us.*
7. *Colleges will not review your application **until all parts are in and the application fee is paid.** We recommend you make a copy of any check or money order before mailing it in case you need to prove you have paid.*
8. *Please keep track of all colleges that require your mid-year reports (Common Application Colleges usually require this) as you will need to present this list to your counselor in January. The Mid-Year Report Request Form is also available to download and print from the Aquinas website.*