

## How to apply to college using the *college's application*

1. You must create an account at each college you apply to
2. Fill out the college's online application, there usually is a fee to apply
3. Create an account in **Parchment** and send your transcript to the schools you are applying to at this site: [www.parchment.com](http://www.parchment.com)
4. Attach a hard copy of your resume to the Letter of Recommendation Packet
5. Give the completed Letter of Recommendation Packet to your counselor if you need a counselor recommendation and/or your teacher for a teacher recommendation
6. **Hit Submit!**

The Letter of Recommendation Packet can be found online on North Central's website

- ❖ **Always request a recommendation from a teacher in person.** This requires face-to-face communication. This must be done prior to an automatic email notification from Common App or other application site
- ❖ **Allow a minimum of 10 business days for your counselor and teachers to complete your letters of recommendation**

## How to apply to college using the *Common Application*: [www.commonapp.org](http://www.commonapp.org)

1. Select the college or colleges you want to apply to
2. Read the information about **FERPA** and waive your rights
3. Input your counselor's name and email address in the "Assign a Recommender" section and invite them
4. Your counselor will be sent a link to complete your online student report
5. Follow up with your counselor to verify that they have received the link
6. Your counselor will upload your transcript directly to your Common Application
7. Attach a hard copy of your resume to the Letter of Recommendation Packet
8. Give the completed Letter of Recommendation Packet to your counselor if you need a counselor recommendation and/or your teacher for a teacher recommendation
9. Input your teacher's name and email address to send them a link if your Common Application college requires a teacher recommendation
10. Verify with the teacher that they have received the link
11. **Hit Submit!**
12. Create an account in **Parchment** ([www.parchment.com](http://www.parchment.com)) to send your **Final Transcript** to the college you will be attending. This is **NOT** done by your counselor.

- ❖ **Allow a minimum of 10 business days for your counselor and teacher to complete their portion of the Common Application**