

College Application Process

(Four-Year Colleges Only)

The following must be completed at least one month before filling out college applications:

1. Complete an **Activity Resume** (sample format in guidance)
2. Complete a **Senior Brag Sheet** (only if your colleges require a guidance counselor recommendation) and give the sheet to your guidance counselor
3. Fill out **Recommendation Forms**, attach a resume to each form and give the forms to teachers when you ask them to write a recommendation
4. If you will be using the Common Application, give your teachers the official Common Application Recommendation Form (this can be found at commonapp.org)

All forms in bold are located in the guidance office and at <http://www.hrhs.net/content/guidance/collegebound.php3>

The following are steps to take once you are ready to send in your college applications:

1. Check to see that your letters of recommendation are in the guidance office
2. Submit a paper or electronic application directly to the college
3. Set up a meeting with your counselor at least 12 days before application deadlines
4. When meeting with your counselor bring the following:
 - a. A filled out **Application Check List Form**
 - b. Large envelopes addressed to each college with four stamps (do not put a return address on the envelope)