

# HOW TO APPLY

1. Find the college's **application deadlines**, application fees and testing requirements (ACT, SAT, SAT Subject Tests). Go to [www.collegeboard.com](http://www.collegeboard.com) and look up the college you're applying to, or check the college's website, catalog or application materials.
  2. Obtain an application **or apply online**. It is recommended that you apply online because it reduces the chance of errors, it's faster, it sometimes costs less, and colleges generally prefer receiving online applications. If you choose not to apply online, complete the application neatly (print or type), and be sure to answer every question. Applications can be obtained from the Counseling Office or directly from colleges via the Internet, phone or mail.
  3. Most applications will need an **official transcript**. Request transcripts by completing the yellow Transcript Request Form and turning it in to the Counseling Office. Please allow 3 days for this process.
  4. If a **recommendation letter** is needed, ask someone to write one for you. **PLEASE ALLOW AT LEAST TWO WEEKS FOR THIS TO BE DONE**. Provide them with a stamped, addressed envelope to mail the letter in. Recommendation letter forms are available in the Counseling Office.
    - You are responsible for getting your application materials to colleges. I suggest you make copies of all materials before you send them.
    - Ideally, college applications should be sent before Christmas vacation. However, you need to **check the application deadline (preferably the Priority Deadline)** for each of your college choices. Applications for the Universities of California, Cal Poly, SDSU, and Cal State San Marcos, for example, are due no later than November 30.
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## TYPES OF ADMISSION

**EARLY DECISION:** This is an admission process in which a student applies by a certain date (usually October 15 or November 1) to **one** college. The college notifies the student of the admission decision at an early date (usually in December). However, Early Decision is **binding** – You agree to attend the college (and not apply to any others) if it accepts you and offers an adequate financial aid package.

**EARLY ACTION:** This is somewhat like Early Decision, with an early application deadline (October or November) and notification of admission (December). But the good thing about Early Action is that it is **not** binding – A student is free to either accept or decline the offer of admission by May 1.

**REGULAR NOTIFICATION:** Many colleges have specific application deadlines throughout the year. Many of these colleges don't make their admission decisions until April, so you will have to wait until then to find out if you have been accepted.

**ROLLING ADMISSION:** A lot of colleges simply accept applications and review them as they receive them. With these colleges, you will usually receive an admission decision within a month.

**Unless you apply to a college under the Early Decision plan**, you are permitted until **May 1** to choose from your offers of admission and send your enrollment deposit to the college of your choice.