

COLLEGE APPLICATION STEPS

1. **READ ALL DIRECTIONS!** Before you begin filling out applications, asking for letters of recommendation, etc. **please read the application requirements, directions, and deadlines for each school to which you plan to apply.** This will actually save you time in the long run and prevent you from missing something important.

2. **Complete the application**

Each college/university can decide which application type they want applicants to complete. The type of application they want you to use will be explained on their admissions website. If you are unsure, please contact that specific school directly.

Application types:

- The Common Application: <https://www.commonapp.org/>
- The Coalition Application: <http://coalitionforcollegeaccess.org>
- School-specific application found on the college's website

3. **Ask for letters of recommendation (if needed)**

Teacher Letters: If the school to which you are applying either requires or recommends a teacher letter of recommendation, speak with your teacher in-person to request the letter. After the teacher agrees to write the letter, electronically request the letter in Maia. **DO NOT REQUEST TEACHER LETTERS FROM COMMON APP OR COALITION!**

Counselor Letters: If the school to which you are applying requires a counselor letter of recommendation, please complete the Request for Counselor Letter of Recommendation (this form can be found in the Counseling Office, as well as on the HS website under Counseling, College Application Resources.) You are unable to request counselor letters of recommendation in Maia.

4. **Send your SAT/ACT scores**

You are responsible for sending your SAT/ACT scores to your colleges. You must log into your College Board or ACT account, add the schools to which you want your scores sent and submit payment.

5. **Request transcripts OR complete Self-Reported Transcript and Academic Record (STARS)**

Official transcripts will be sent through Maia. By linking your Common App to Maia or by manually adding schools to your Applying List in Maia, you are requesting your transcript be sent to those schools. No additional steps need to be taken to request a transcript after you've added the schools to your Applying List. However, if you are applying to Pitt, Penn State, or another school that requires you to self-report your transcript by completing the Self-Reported Transcript and Academic Record, **you must complete the STARS in addition to adding the school to your Applying List in Maia.** Please check the university websites to determine if the STARS is required.