

**The College Application Process  
Athens Area High School**

**To guarantee that your application packet will be processed and mailed in a timely manner, we ask that you observe the following guidelines.**

1. Read the directions on the application form carefully before you begin. Be aware of all deadlines--some deadlines are postmark dates while others are dates for the application to arrive in the college admissions office. Your attention to detail at the beginning of this process is to your advantage.
2. If your college requires recommendations from your teachers, counselors, or other individuals, follow the directions on Page 1.
3. Pick up a copy of the *Transcript Release Form* and an *Application Checklist* in the Guidance Office. [See sample forms 1 and 2]
4. Check your completed application for errors before you deliver it to the Guidance secretary for processing. You are responsible for its accuracy and for including all required attachments (including the application fee). Use the mailing envelope provided with the application whenever possible.
5. **Attach the release form and checklist to your application packet** and deliver it to Mrs. Soprano. Please do not leave it on the desk if no one is available to review it with you.
6. When the secretary receives your application packet she will record the date she received it and the name of the college to which you are applying. When the packet is mailed, that date will be recorded also.
7. Please allow at least two weeks for processing your application once you deliver it to us. Under normal circumstances, we will mail it ASAP after we receive it. During peak times, however, we will need the two weeks to process your application.
8. If you mail your application from home (a *few* private colleges require students to mail the application separately--check your college catalog) or if you apply on-line, it is still important to follow most of the above guidelines.
9. **The general rule is to bring a complete application packet to the Guidance Office for processing by your counselor** (the exceptions are noted in Item 8). A college will not act on your application until they receive an official high school transcript. See Page 1 for more information about requesting your transcript.