



Students' Responsibilities in the College Search and Application Process.

(Compiled by Sandy Lawrence, Independent Educational Consultant)

Before Applying:

- Work with your school guidance counselor throughout the process.
- Know your school's specific procedures for applying to college.
- Know the different admission deadlines and options (early action, early decision, etc.) and the implications of each for the colleges to which you will apply.
- Ask for recommendations well before they are needed and before indicating on an application who will be writing your recommendation(s).

While Applying:

- Read and understand all instructions on applications and on the college's web site.
- Be the sole author of all application materials.
- Be truthful in all information presented.
- Arrange your own visits and/or interviews as necessary.
- Submit all application materials by the stated deadlines.

When Admission Decisions are Received:

- Read each decision letter carefully so you fully understand any conditions.
- Notify each college to which you applied if you are accepting or rejecting their offer of admission no later than May 1.
- You may submit ONE enrollment deposit to the ONE college or university where you intend to enroll. (Exception: If accepted from a wait list, you must then immediately withdraw your intent to enroll from the college/university where you previously deposited.)
- If you are accepted under an Early Decision plan, you must immediately withdraw all other submitted applications and make no additional applications.