

STEPS FOR PROCESSING YOUR COLLEGE APPLICATION

APPLY EARLY – AUGUST – SEPTEMBER - OCTOBER

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| COLLEGE APPLICATION | Most colleges prefer online applications. Some online applications require the student to print recommendation forms for teachers and counselors to fill out. Please print those out and give to your teacher, who will turn in forms to Counseling/Guidance Center. |
| CHECK \$\$ | Write a check to the college for the application fee & attach to the application |
| RECOMMENDATION LETTERS | Contact teachers for recommendations if needed. Please give your teachers a <u>2 week</u> notice because of their workload and the volume of recommendations they write. Bring the recommendation letters to the Counseling/Guidance Center. |
| WYAHS TRANSCRIPT RELEASE FORM | We must have the <i>transcript release form</i> on file to send transcripts to colleges. If you are 18, you may sign. Otherwise your parent must sign this form. |
| TRANSCRIPT REQUEST FORM | Fill out the (Coral colored) <i>transcript request form</i> . You will need to complete <u>1 form for each college</u> you are applying to. Paperclip this form to your application, Letters of Recommendation, etc. & return to Counseling/Guidance Center. |
| RETURN COMPLETED APPLICATIONS/FORMS | Return all applications and forms to <u>Mrs. Loucks or Mrs. Lorey</u> in the Counseling/Guidance Center. |
| TURNAROUND TIME | Our office requires a <u>two-week turnaround</u> time to process your application. <i>*We prefer to send all parts of the application together. We send the completed application, letters of recommendation, forms and the official transcript together.</i> |
| SAT/ACT SCORES | You will need to send your SAT & ACT scores directly from the test site to the college. |

IMPORTANT INFORMATION

West York Area HS Address:

1800 Bannister Street
York, PA 17404

School CEEB Code: 395435

Counseling Center

Phone Number: 717-845-6634 x2016

Fax Number: 717-845-6512



A WORD TO THE WISE...

- ✓ APPLY DIRECTLY ONLINE ON THE COLLEGE WEBSITE & PAY ONLINE IF OFFERED
- ✓ IF YOU MUST PRINT OUT THE APPLICATION – USE PEN
- ✓ USE WHITE-OUT FOR ANY MISTAKES

ATHLETES - Remember to file with the NCAA Clearinghouse if you plan on playing Division I or Division II sports in college. www.NCAAClearinghouse.net or see Mr. Hawkins (*Athletic Dir.*)

ALL APPLICATIONS must be in the Counseling Center by the first week in December in order to be mailed before Christmas break and January 1st deadlines. It is best to apply before Thanksgiving break.