

Transcripts and College Application Process

Do you need a Counselor's signature on your application?

Do you need a letter of recommendation?

YES

NO

1. Make an appointment for a college recommendation interview with your counselor **at least 3 weeks before** your application deadline.
2. Provide your counselor with a current resume & recommendation form (found online or in the counseling office)
3. Do **not** fill out a transcript request form

- Fill out a transcript request form in the counseling office. (UW Seattle does not require a transcript until June)

Common Application Online

All Other Applications

- Create your student account on the Common App website.
- In the Academics section fill in your high school and counselor information
- In the School Forms section click on "Invite a recommender" – counselor
- When you click on "Save" an email will be sent to your counselor.
- This should be done after you have completed your recommendation interview with your counselor.

- Check back on the Common App website a few days before your deadline to view the status of required items.

- Download forms our school needs to process
- Pay \$2 per application to bookkeeper
- Turn in to the counseling office your receipt, college forms and manila envelope addressed to the college
- You may include any other materials to be mailed (teachers letters of recs, checks, etc.)
- Plan ahead!! We require a minimum of 2 weeks for processing paperwork

- Counseling office will automatically include an official transcript, school profile, add postage and mail your application materials
- You will be notified once the materials have been mailed

- 48 hours later return to the counseling office to pick up your official transcript(s)

- Mail your transcript to your college(s)