**Applying to college can be daunting, but taking a step by step approach will allow you to succeed.**

Applying to college can feel like a full-time job, especially if you’re applying to colleges with different admissions requirements.

Specific College Admissions Requirements vary from college to college (always check with the ones you are applying to!), but luckily the basics are largely the same. There’s lots involved, so make sure you take care of all the details the college application requires.

**1. Fill out the application. (Pay the application fee if applicable)**Applications are located on the institute of high education website under apply now. You will be a first time undergraduate student. As part of the admissions process, you’ll be required to fill out some basic application paperwork. Which will include personal information about yourself and your high school career, like extracurricular activities you participated in.

**2. Write the admissions essay (if applicable).**You may also have to write an admissions essay when applying to college (if applicable). Sometimes the school will provide a number of prompts for you to choose from. In some cases, you may be able to choose your own topic. Be sure to proofread your college admissions essay carefully.

**3. Gather supplemental materials.**Supplemental materials may include items like a portfolio of personal work or a supplemental essay. In some cases, supplemental materials can help your application, but in other cases they can hurt your chances of admission. Be sure to carefully consider whether the supplemental materials or supplemental essays are a good idea for your application.

Some colleges also require college recommendation letters. These usually can come from teachers who are familiar with your work. Some students may also get recommendations from coaches, church leaders, community service organizers, or other adults who can attest to the student’s skills and work ethic.

**4. Interview for admission (if necessary).**A student interview may be required in some cases, but usually for undergraduate admission this is not the case. Still, some schools will be willing to schedule a student admissions interview upon request. This may also be a requirement for art or music auditions etc.

**5. Receive your acceptance letter!**Even if you’ve started getting acceptance letters, the process of applying to college is not complete! Once you are done deciding which IHE you would like to attend, you’ll have to let the school know that you have decided to accept its offer of admission.

After this, there will be even more paperwork to sort out, like filling out housing forms and signing up for campus meal plans. The school should send you all the information and paperwork you need. This is usually in the form of an email!! Check you spam…

**6. Let the guidance office know**   
Be sure to let the guidance office know where you have applied so that an official high school transcript can be mailed, faxed or emailed to the post-secondary education admissions office to complete your application.

**Make a List and Check It Twice!**Check and double-check that you complete all of the application requirements specific to your school and your situation.By making a checklist of college requirements for the colleges where you want to apply, you can be sure that you won’t miss any college application deadlines or essential steps in the process of applying to college.

REMINDERS

* Get a FSA ID
* Complete the FAFSA
* Learn the ins and outs of financial aid
* Decipher college tuition costs
* Request your final transcript from any IHE that you paid for dual enrollment credits
* Find Scholarships to help pay for college