



What Every Senior Should Know...

How Do I Apply to College?

1. Apply on-line, pay fee (if applicable), and submit. Use your legal name consistently on all documents.
2. Download counselor and/or signature page (if applicable).
3. Complete Student Questionnaire.
4. If teacher recommendations are required, give the information along with your student questionnaire/resume to teachers. Allow two weeks for any letters of recommendation to be written. Send them a thank you note for their time.
5. Make an appointment with your counselor. Give these materials directly to your counselor. Do NOT drop off materials to anyone other than your counselor. Do not have teachers send things separately or electronically to the college.
6. Counselor will mail transcripts, profile, and any additional materials (i.e. personal statements, recommendations, etc.). Plan on 5 business days to process. LCHS does not send electronic transcripts.
7. **PROOFREAD...PROOFREAD...PROOFREAD** everything before sending.