

UXBRIDGE HIGH SCHOOL COLLEGE APPLICATION PROCESS

1. Photocopy or ask colleges to send you 2 copies of applications. The 2nd copy is in case you make a mistake. Please type or print neatly on all applications.
IF YOU'RE APPLYING ONLINE, PLEASE READ #7!
2. Create a resume and make photocopies to be used for applications, scholarships, and any requests for letters of recommendation.
3. **Counselor Recommendations:** Complete your Senior Data Sheet and return to your counselor ASAP. When colleges provide their own Counselor/School Official Recommendation forms, please attach them. **NOTE** = Allow your counselor at least 2 weeks prior to any deadlines to complete letters of recommendation.
4. **Teacher Recommendations:** Give completed request forms for college recommendations to the teacher(s) of your choice with your attached resume. When colleges provide their own Teacher Recommendation forms, please attach them. **NOTE** = Allow your teacher at least 2 weeks prior to any deadlines to complete letters of recommendation. Please ask your teacher(s) to submit letters of recommendation directly to Guidance unless otherwise indicated.
5. Have your applications/college essays proofread by as many people as possible (parents, older brothers/sisters, counselor, etc.). Ask your English teacher if he/she can look over your essay(s). **NOTE** = Colleges will hold students accountable for what they have entered on the applications that get sent out. Look over your materials thoroughly!
6. When finished, turn in your application with all necessary documents (essay, check, etc.). Make sure you have signed and dated all applications and enclosed a Transcript Release form on all applications. Keep a copy of all the applications you send out for your records.
7. ***IF YOU DECIDE TO APPLY ONLINE, IT IS IMPERATIVE THAT YOU LET YOUR COUNSELOR KNOW IMMEDIATELY AFTER SUBMITTING YOUR ONLINE APPLICATION SO THAT WE MAY FORWARD THE CORRESPONDING MATERIALS (i.e. Transcript, Recommendation Letters, etc) TO THE COLLEGE(S).*** Without this important piece of communication, we will have no knowledge of when students apply online to colleges.
8. ***NOTE: ALLOW 10 SCHOOL DAYS FOR THE GUIDANCE OFFICE TO PREPARE AND MAIL YOUR APPLICATION MATERIALS. FOR EXAMPLE, IF YOU HAVE A DEADLINE OF JANUARY 1st, HAVE YOUR MATERIALS READY TO SEND OUT 10 SCHOOL DAYS PRIOR TO THE START OF VACATION (~ December 10th). IF YOU HAVE DEADLINES LATER ON IN THE NEW YEAR, IT IS HIGHLY RECOMMENDED THAT YOU HAVE YOUR APPLICATIONS FINISHED AND TURNED IN BEFORE THE HOLIDAY VACATION.***
9. Thank you for following this process. If you have questions, see your counselor. Have a great senior year & good luck!