Final Thoughts...

Verify that the college received the application:

⇒ Print the confirmation page which states that the application was received. If no confirmation appears, call the college to verify that the application was received. Do not wait a week for verification from any college; you risk missing the submission deadline

Pay the application fee:

⇒ Credit card payments can take a week or more to be processed, thus delaying the reading of your application. Be sure to record the online payment transaction number that will serve as a cross-reference

Technical problem solving:

⇒ Search for any online Help Desk, or Tech Support links. All online applications have some type of technical support, and at last resort, a telephone call can reach the support office.

Source: Pamela Brennan, Associate Director of Operations at Northeastern University; Joyce Vining Morgan at The Putney School and the numerous contributors to the NACAC National Conference distribution list.

Tips for Completing College Applications

Camas High School
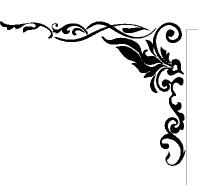## Counseling and Career Center

Read instructions carefully BEFORE filling out the application!

Print the instruction page and check off tasks as they are completed.

Scroll to the bottom of each page to avoid missing any information.

If there is a "virtual tour" of the application, take it.

Verify application deadline

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Print instructions for any person being asked to write a letter of recommendation:

How will they submit their material?

Did the online application provide any cover sheets?

What is the deadline for submission? (give the writer **at least** 2 weeks' notice)

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General Suggestions:

⇒ Review your email address and make sure it is conservative. If in doubt, set up an email account that will solely be used for college correspondence.

⇒ Create a user name and password that you will remember easily; record the username/password in a three ring binder.

⇒ Disable pop-up blockers in order to view any part of the application that displays in pop-up windows.

⇒ **SAVE your work**! Typically, you will have 40 minutes per web page before you time out. If you plan to leave your application for any length of time, use the log out feature to secure your application.

⇒ Do **NOT** compose your essay online; compose it in a word-processing application, save it as a text file and then copy and paste into the appropriate area.

⇒ Print your completed application and review it carefully **BEFORE** submitting it. Ask an adult to proofread it also, then make final corrections. Make sure you have correctly spelled the names of the adults submitting letters of rec. on your behalf .

⇒ Remember to hit **"SUBMIT"** when the application is complete and has been thoroughly reviewed; plan this at least a week before the deadline. Application web sites slow to a crawl, and some even crash, the closer it is to the deadline.

⇒ It is the student's responsibility to order, complete and send all materials not included in the online application: test scores (College Board or ACT), transcripts (Registrar in 800 wing), portfolio/audition CD (if required), etc.