

Process for submitting college applications

- 1). Apply for the college online.
- 2). Pay the application fee, if applicable.
- 3). Request your transcript through your Parchment account at <http://www.parchment.com>.
- 4). Anything that has to be mailed: student must provide stamped envelope to Mrs. Gomoll, she will complete necessary steps, seal envelope, and give back to the student.
- 5). Please allow five working days for processing of transcripts, ten days if you request a recommendation.

Note: - If you are applying to IU, Purdue, or NCAA Eligibility you must request your SAT/ACT scores to be sent directly to the University or NCAA. Otherwise most other colleges accept SAT/ACT scores from your transcript. - If you qualify for an SAT/ACT waiver, you may qualify for a College Application Fee waiver; see Mrs. Gomoll.