

Preparing for College - Paperwork

Applying to college requires a lot of paperwork, here are a few important processes that need to be completed to apply.

Sending Transcripts and Scores

- Official high school transcripts are required with college applications
- Each school has their own deadline for receiving transcripts, but it is a good idea to have them sent while you are working on your application
- Official transcripts should be submitted by your guidance counselor
 - Different high schools have different procedures, but you will likely have to submit an official transcript request or meet with your counselor to have transcripts sent
- Follow up with your counselor two weeks before the deadline to ensure transcripts have been sent
- College applications also require you to submit official transcripts from any colleges or universities at which you have dual enrolled
 - This can often be done online, but each school is different
 - Contact the school that you have dual enrolled at for instructions on how to send official transcripts to other colleges

Sending SAT Score Reports

- You can select four colleges to receive your score for free either when you register or within nine days after taking your test
- After the nine day window has passed, you can send score reports for a fee of \$12 each
- Score report rush orders are available for \$31+
- Here's how to send SAT scores, step by step:
 1. Sign in to your College Board account and click on " Send Scores"
 2. Click on " Send Available Scores Now" if you want to send your scores right away, or click on " Send Scores When Available" if you're registered for an upcoming test
 3. Search for your colleges by state and name, and click "Add" to make them score report recipients
 4. Repeat this process for as many schools until your list is complete
 5. Double check your order and pay

6. You may check your account to see if the scores have been sent after your testing date

Completing the SSAR

- The SSAR or Self-reported Student Academic Record allows you to enter, track, and submit your academic record electronically to participating colleges and universities. It is required by many universities for admission.
- To complete it:
 1. Go to <https://ssar.selfreportedtranscript.com/login.aspx> and create an account.
 2. Input high school(s) and all you have classes taken, are currently taking, or are planning to take throughout high school and corresponding grades.
- Be accurate as they will be compared with your transcripts. Any mistake can result in grounds to rescind your admission.