

College Application Review and Submittal Instructions

1. As you complete your applications you will need to let us know via email so we can review and suggest any changes.

2. Once we have completed our review and all suggested changes have been made, we **strongly recommend** that you use the following procedure for final review **prior** to submission:

- Print two copies of your application and sit with your parent(s) and use a ruler to go line by line through the application to be certain that it is as perfect as possible. **Only when you are certain that your application is perfect should you be pressing the submit button. You and your parents will be the final set of eyes on any application before it is submitted.**
- In addition, after you apply some colleges will give you access to an online portal to track your application progress and monitor when all the pieces of your application have been received. It is also a good idea to call admissions, **in advance of the deadline**, to make sure everything has been received and is in order.

3. **Any questions, ask!!! Do not submit** if you have questions or concerns. You can ask us, or certain questions will need to be answered by admissions. Please communicate your concerns in a timely fashion.

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