

DULUTH HIGH SCHOOL

COLLEGE APPLICATION PROCEDURES

1. Admission to various post-secondary institutions is your responsibility! ☺
 - ➔ Most colleges/universities provide electronic admission applications. Typically, those applications can be found on the website of the institution you plan to apply to, through the [Common Application](#) (Common App.), [GAFutures](#) or another electronic method.

2. If the college/university you're applying to requires a letter of recommendation from a teacher or school counselor, please allow five (5) weeks for her/him to write the letter.
 - ➔ **Email the teacher and/or Dr. Fenner (whoever you're asking to write your letter of recommendation) your completed [Senior Profile](#), as they will need that information about you in order to write you a quality letter of recommendation.**
 - ➔ The designated recommender will also need to know the manner (i.e. Common App., SENDedu, etc.) in which they will be sending the letter on your behalf.

3. To send your official transcript to various colleges/universities, please follow these directions:
 - ➔ If you are applying to any college/university **IN** the state of Georgia, you may request your transcript be sent for free through your GAFutures account. *NOTE:* You will need to save your social security number in your GAFutures profile and record it in the student information system at DHS (bring social security card to the counseling office) in order to use this feature.
 - ➔ If you are applying through the Common App. or another electronic process, your transcript along with the school evaluation form/school profile will be sent by our Career and College Counselor, Dr. Fenner. **Please be sure to enter Dr. Fenner's contact information into the section that asks for your school counselor's contact information.**

Dr. Brian Fenner	(678) 473-6229
College & Career Counselor	Brian_Fenner@gwinnett.k12.ga.us

NOTE: All letters of recommendation from teachers must be sent separately, so be sure to enter their e-mail address in the appropriate place as they will send it themselves, electronically.

 - ➔ If you are applying to a college/university that does not participate in any form of electronic transcript delivery then you will pay \$5.00 for each copy requested of your official transcript.
 - You'll complete the transcript request form and return it along with your payment (MyPaymentsPlus, cash, check, or money order only) to Mrs. Thomas in the Counseling Office.

-All hard copy transcript requests will be ready for pick up 24 hours after the request is made. *NOTE:* Transcript requests should be made at least **five (5) weeks** prior to the application deadline.

4. As the student, it is your responsibility to check your account at each institution's website and/or the Common App, SENDedu, etc. for any missing item(s) and follow up in a timely manner to ensure that they are received.
5. The Counseling Office highly recommends **COMPLETING ALL OF THE APPLICATION PROCESS BEFORE OCTOBER 15TH**. All colleges/universities have varying application deadlines depending on scholarships and applicant types (Regular, Early Action, Early Decision), however it is your responsibility to submit your completed application prior to the colleges' application and/or scholarship deadline.
6. All official college admission test scores must be sent to the colleges/universities directly from the SAT/ACT testing agencies. DHS cannot send your official scores on your behalf.

