



# If a student plans to apply to a four year university they are responsible for the following:

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- Register and take SAT Reasoning Test, SAT Subject Test or ACT plus writing. Double check how many subject exams are required or if you can take the regular ACT without the writing.
- Obtain all college applications and tour online application instructions
- Review all essays questions and begin to write your drafts
- Obtain all financial aid forms required by individual colleges
- When requesting a letter of recommendation make sure you give at least 3 weeks notice and provide a stamp addressed envelope for mailing.
- Complete and mail or submit online all applications, both financial and college admissions applications. You should always make a copy of all applications submitted and obtain a certificate of mail from the post office.
- Arrange for all your SAT/ACT/Subject test scores to be mailed to the universities upon request
- Obtain all housing forms and deadlines
- Once admitted remember to sign up for your English and Math assessment test. Keep in mind, that it is your RESPONSIBILITY to sign up to ensure you can meet your orientation date for the fall.
- It is vital to read and meet all deadlines requested by your college.
- Order official transcripts from the Guidance Office. Remember you must pick up your transcripts- they will not be mailed for you.

**Make an appointment** to speak with **Mrs. Valverde the College Counselor** at the Guidance Office or call (310) 842-4200 x3325