

College Application Lingo and Tips

Application Deadline



Apply by October 31st. This allows you to meet all financial deadlines, and be eligible for special financial opportunities.

Parts of the college application:

- Transcript
- Essay (some colleges)
- Test Scores
- School Form
- Recommendations

3 Application Options

1. Early Action
2. Rolling Admission/Regular Admission
3. Early Decision- DO NOT DO THIS OPTION!!!! It is legally binding.

Types of Colleges:

Public

- “state college”, predominately funded by the government.
- Cost is less for residents living in the state; Cost is more for residents living out of state

Private

- Colleges that are privately funded
- Cost is significantly more, however larger scholarships are usually given

Types of Applications

1. Online through the College Website
2. Online through the Common Application
3. Paper (less preferable, unless it is the only option)

When applying, remember:

- You are applying for undergraduate admissions
- You will be entering college in Fall 2018
- Selecting a major: If you are confident on what you want to study then indicate this on your application. If you are unsure, it is ok to select “undecided”.

Application Tips:

- Use proper capitalization and spelling. Do not type in the application with all lowercase letters.
- Complete your first online application with College Now or your School Counselor.
- If you use the Common Application, make sure to have College Now or your School Counselor proof everything before you submit the application.
- Enter your social security number on the college application if it is requested.
- Keep all usernames/passwords in one location (college notebook, planner, etc).
- If you contact the college admissions office, make sure to log who you speak with, the date, and what the outcome of the conversation was.

Apply to at least 4 Colleges:

- You will receive a fee waiver so that you do not pay for your application fees.
- Apply to a few “safety” schools
- Apply to a few “good fit” schools
- Apply to at one “reach” school
- Do not be afraid to apply to a college because of the price of the college.

Letters of Recommendation

- Ask 2 teachers, preferably a Math, English, or Science teacher, for a letter of recommendation.
- Select teachers who know you well.
- It is helpful to give your teachers a copy of your resume so they will have more to write about.
- After your teacher agrees to write the recommendation, use Naviance to request the recommendations.
- Give your teachers a two-week notice of when you need the letter of recommendation.
- After your teacher writes the letter of recommendation, give them a thank you card or thank you letter.
- These recommendations can be used for both colleges and scholarships

The College Essay

- The list of writing topics can be found in the Common Application.
- This is not required for all schools; however, it is a requirement if you are using the Common Application.
- Do not upload your essay without having a teacher or counselor proof it.
- Topics to avoid: religion, overly sensitive issues, controversial issues.
- Remember, the college essay and letters of recommendation are the only opportunity for colleges to get to know who you are.
- Try to select a topic to write about that is unique to you, yet interesting for the reader.

Have the following information with you when you apply:

*School Address: Max Hayes High School
2211 West 65th Street
Cleveland, OH 44102

*School Phone: 216-838-9400

*School CEEB Code: 361324

*School Counselors: Mrs. Cynthia Dalveren, MC Academy (BC, CADD, CNC, Welding)
Cynthia.Dalveren@clevelandmetroschools.org
School Office Phone: 216-838-9400

Mrs. Nina Rito, Auto Academy
Nina.Rito@clevelandmetroschools.org
School Office Phone: 216-838-9400

*Your Social Security Number

*Your Cumulative GPA: Your GPA average from 9th grade – present.
When reporting your GPA, use the weighted GPA unless it specifies for the unweighted.
Indicate that your GPA is out of a 4.0 scale, even if you take honors classes.

*Your Class Rank: Can be found on the transcript