

Greensburg Central Catholic College Application Procedures

A completed application consists of four parts:

1. **Student portion** – includes the actual application form, application fee, and essays
2. **School report** – also called Secondary School Report or Counselor Form
3. **Teacher recommendation(s)**
4. **Official (testing) Score report**- official score reports sent directly from the testing agency to the college

Below, we have provided step-by-step instructions and explanations in order to facilitate the application process:

1. The **Student Portion** is completed and sent by the student according to a timetable determined by the college. All application due dates are *postmark deadlines*, meaning that the application will be deemed on time as long as it is postmarked no later than the published deadline.
2. The **School Report** is far easier to complete, but the due dates are just as critical. To allow the appropriate amount of time to process the many School Reports that are submitted to this office, we need the School Report, a transcript request form with \$2 (may be picked up in the guidance office) and an activity list OR resume **30 days BEFORE the postmark deadline**. This means that all Secondary School Reports must be submitted to this office by December 1 if the application has a January 1 deadline. For early applications, a November 1 deadline means the School Report must be handed in by October 1.

It is important that the applicant complete the top portion of the School Report, which includes name and other identifying information. Most require the applicants' signature.

We must have the transcript request form filled out with the Colleges address and the two dollars. The entire mailing will include a Transcript, School report, School Profile, and counselor recommendation.

** We must ardently emphasize the importance of the 30 days in advance due date. This office will process approximately 500 school reports during the first semester. We ask that you give us enough time to thoroughly and carefully complete the forms so that all records are accurate. **

3. The **Teacher Recommendation** form is often but not always included in the applicant packet. If none is included, the teacher can use his/her own school stationary to send the letter. Teachers should receive the teacher recommendation form with a double stamped and addressed envelope long ahead of the published deadline. Teachers determine their own internal due dates, but it is clearly in the student's best interest to provide the teacher with everything necessary long ahead of time. It goes without saying that at some point early in the fall, the senior should *approach* the teacher **in person** (not via email) to *request* the teacher's agreement to write a recommendation. Recommendation writing is something that is above and beyond the teacher's traditional duties. Providing sufficient time will allow the teacher to author a thoughtful and strong recommendation. The teacher will send the recommendation directly to the admissions office.
4. **Official Score Reports**, for the SAT or the ACT, are requested by most colleges, especially the selective ones. SAT and ACT scores do appear on the GCC transcript, but despite this, a number of colleges insist that an official score report be sent to them directly from the collegeboard (SAT) or the ACT.

SAT Score reports
Toll free 866-756-7346
www.collegeboard.com

ACT Score reports
319-337-1313
www.actstudent.org

Other Notes and Suggestions:

Applying online is now the preferred method and is much quicker and more accurate. You must print the School Report and the Teacher Recommendation Forms and follow the procedures above.

The use of the common application can be very helpful. (Please see www.commonapp.org) Colleges that use the Common Application will treat it the same as their own application. However, seniors should realize that many Common App schools also require a supplement to be completed as well, which adds another step and, for some seniors, more complexity. We suggest, especially for Early Decision or Early Action applications, that the schools actual application be used. This will simplify matters somewhat and prevent any specific portion of the application or unique essay question being overlooked.

Please, in all things, **READ DIRECTIONS.**

