

The Skyline High School College Application Process

Step 1 – Student

1. After carefully researching colleges/universities, select 3 – 5 colleges/universities
2. Obtain **college application(s)** from the College and Career Center, directly from the college/university, on-line, or through CommonApp.org. If out-of-state applications are needed, addresses or phone numbers are specified in catalogs located in the College and Career Center or on the institution website.
3. Complete student portion of college application(s), essays and additional materials as needed.
4. Request **official test scores** to be sent directly to college(s)/universities from the testing agencies (actstudent.org and/or sat.collegeboard.com).
5. All students **MUST** provide a hard copy of sections that are to be completed by the Records Office and counselor regardless of the method of application (Common Application, on-line, or hard copy). Each college application packet must have completed [***College Application Routing Slip***](#) attached.
6. Provide an accurately addressed stamped envelope(s) for each college application and/or counselor/school reports that must be mailed to college/university. Use Skyline High School for the return address (2552 Maple Road Ann Arbor, MI 48103). The recommended envelope for mailing college applications is 9 x 12 and should have 2-3 stamps. Include a check or money order for the application fee. If you are not using Parchment.com (formerly known as Docufide), you must include a \$2.00 (SHS processing fee) for each official transcript request.

Step 2 – Records

1. Accept application packet with *College Application Routing Slip*, collect fee(s) and initiate internal process.
2. Prepare application packet (school background data, school profile, cumulative grade point average, percentile (if requested), school profile, official transcript (if requested))
3. Route application packet to SLC office.

Step 3 – Counselor

1. Review all application materials submitted.
2. Write recommendation for college/university and/or complete counselor section of application.
3. Sign application.
4. Route application packet to Records Clerk to mail.

Step 4 – Records

1. Retain *College Application Routing Slip* for each college/university application that is mailed. Mid-Year School and Final School Reports will be mailed using information from *College Application Routing Slip*.
2. Mail applications. Most applications will leave Skyline within 5 to 15 working days of receipt.

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3. A list will be posted outside of the Records Office monthly where students may confirm when application(s) were mailed. Please note, parents/students may also submit a self-addressed postcard to indicate that application has been mailed.

College Application Tips:

- Be sure to sign and date the application before turning in.
- It will take 5 to 15 days before your application is mailed from Skyline, so allow ample time for deadlines and Early Decision.
- If teacher recommendations are required, ask the teacher if they are willing to write a letter on your behalf. Allow teachers ample time for recommendation letters to be written.
- Teachers may appreciate a resume or list of activities, your interests and accomplishments to aid them in writing your letter of recommendation. You may provide a copy of your Student Profile to teachers.
- Please note, it is the responsibility of the student to request official ACT, SAT, and/or AP scores be sent to colleges/universities directly from the testing agencies (actstudent.org and/or sat.collegeboard.com).
- If you are unsure about something on the application, check with your counselor and/or the College and Career Center, or the Admissions Department of the college to which you are applying.
- If you are applying to the schools that use the Common Application, only one copy is needed when you submit your application for the Records Clerk to process your requests.
- Do not use staples on any part of your college application when you submit to the Records Clerk.