

## Step by Step Instructions for Applying to College

<p><b>Step 1: College Application</b></p>	<ol style="list-style-type: none"> <li>1. Set up your <a href="#">SchoolLinks College Application Manager</a> account</li> <li>2. Complete the online application on <a href="#">ApplyTexas</a> or <a href="#">Common App</a> <ul style="list-style-type: none"> <li>• <b>IMPORTANT:</b> List your <b>MRHS Counselor's name and email</b> on your application. If you enter this incorrectly, they will not know to process your app! Click <a href="#">here</a> for counselor contact info.</li> <li>• Prior to clicking <i>Submit</i>, <b>if you qualify for Free/Reduced Lunch</b>, select the option to pay the application fee with a Fee Waiver (Need info about fee waivers? Read <a href="#">this</a>).</li> </ul> </li> <li>3. Add the college to your <a href="#">SchoolLinks College Applications</a>. This is where you will request letters of recommendation if needed.</li> </ol>
<p><b>Step 2: Application Fee Waiver</b></p> <p><i>If you paid the application fee or do not qualify for the application fee waiver, skip to the next section.</i></p>	<p>If you requested the application fee to be waived, you need to <b>complete the Fee Waiver</b> that college accepts.</p> <ol style="list-style-type: none"> <li>4. Check to see which Application Fee Waiver the school will accept. <ul style="list-style-type: none"> <li>• Check the college's website or call admissions for guidance.</li> </ul> </li> <li>5. Get the appropriate Application Fee Waiver form(s) from the <a href="#">College Counseling website</a>. <ul style="list-style-type: none"> <li>• <a href="#">College Board</a> Application Fee Waivers are in your College Board account.</li> <li>• If you apply to a school using <a href="#">Common App</a>, the fee waiver is within the application.</li> </ul> </li> <li>6. Download the correct fee waiver, fill it out, and save it to your OneDrive or a flash drive/USB.</li> </ol>
<p><b>Step 3: Submit your Transcript</b></p>	<ol style="list-style-type: none"> <li>7. Click <a href="#">here</a> to submit a request to <b>have your official high school transcript sent</b> to the college. Your application will not be complete without this. (Transcripts will automatically be sent to most colleges via SchoolLinks). <i>*Requests will be processed within 3-5 business days, excluding holidays.</i></li> </ol>
<p><b>Step 4: Send Test Scores</b></p>	<ol style="list-style-type: none"> <li>8. Log in to your <a href="#">College Board</a> (SAT) account and/or <a href="#">ACT</a> account to <b>send your best test scores</b> to each school as you apply.</li> <li>9. Not sure if you should send your scores? <ul style="list-style-type: none"> <li>• If you meet the requirements for Automatic Admission with your rank/GPA and scores to a school, send them.</li> <li>• If you meet Automatic Admissions as a test optional applicant, don't send them. Choose test optional on your application. <ul style="list-style-type: none"> <li>* <i>May require you to submit additional items, such as an essay.</i></li> </ul> </li> <li>• If you aren't sure, contact your College &amp; Career Facilitator for guidance.</li> <li>• Not sure how to send scores? Click <a href="#">here</a> for instructions.</li> </ul> </li> </ol>
<p><b>Step 5: Final Check and Tracking</b></p>	<ol style="list-style-type: none"> <li>10. <b>Check your email!</b> <ul style="list-style-type: none"> <li>• You should receive an email from the college within a few days after applying. READ the email and follow the instructions to access your applicant portal. This is where you will track your application, often submit fee waivers and other requested documents, access your admissions decision and financial aid, etc.</li> </ul> </li> <li>11. If you filled out a fee waiver, upload it to the form where instructed.</li> <li>12. <b>Check your applicant portal account and email regularly</b> so you don't miss any deadlines!</li> <li>13. Add your enrollment decision to SchoolLinks.</li> </ol>

*\*To ensure your application is processed in time to meet your college's application deadline, your application and counselor notification need to be completed at least one week before the college application deadline.*