

The King's Christian School
Steps in the College Application Process

1	<ul style="list-style-type: none"> ❖ Create an account on the college's website. Make note of your login info. ❖ Print off the application check list. Use it! <ul style="list-style-type: none"> • High School seniors: apply for undergraduate freshmen admissions. • Internationals: apply for international undergraduate freshmen admissions. ❖ Print off any needed forms. (Signature pages, School or Recommendation forms, International Documents)
2	<ul style="list-style-type: none"> ❖ Begin filling out your application either online or on paper. <ul style="list-style-type: none"> • <i>When completing the above items on-line, save often.</i> • This is a formal document. Use formal language and grammar. • After composing the short answers and essays, Allow someone else to read them and give you feedback.
3	<ul style="list-style-type: none"> ❖ Choose your recommenders. (More info on the back of this paper) <ul style="list-style-type: none"> • Personally contact them <u>BEFORE</u> you list them as a recommender. • Provide the recommender (s) with your personal information in writing either on paper or by email. If needed – provide addressed stamp envelope. • Give your recommender(s) plenty of time: at least 2 weeks.
4	<ul style="list-style-type: none"> ❖ Request high school transcript. (Allow 2 weeks processing time.) <i>Two ways to make a formal request: (Choose only 1 for each request made)</i> <ul style="list-style-type: none"> ▪ <u>Paper</u> (Use TKCS form – on website and in office) ▪ <u>Electronic (secure sending agencies only)</u> (Email: collegeapps@tkcs.org)
5	<ul style="list-style-type: none"> ❖ Make sure College Entrance Exam Scores are sent. <ul style="list-style-type: none"> • ☺ Included on TKCS transcript if school code 310-828 was used for exam. • Didn't use school code? ☹ Must request from Collegeboard or ACT (fee)
6	<ul style="list-style-type: none"> ❖ Send your Application after final reviews completed. <ul style="list-style-type: none"> • Online apps: save/print a copy for yourself then press SEND. • Paper apps: Mail (make a copy for yourself then Address as instructed - mail with tracking – Allow time!)
7	<ul style="list-style-type: none"> ❖ Check with the office periodically on the status of your transcript request. ❖ Check with your recommenders on the status of their recommendations. Once they have finished, be sure to THANK them formally for their time. <p><i>Note: It is your responsibility to request and remind others of their pieces.</i></p>
8	<ul style="list-style-type: none"> ❖ Wait for your decision letter. <ul style="list-style-type: none"> • If accepted: CELEBRATE ☺ and tell Guidance! - If needed complete the institution's financial aid applications. • If wait-listed: keep waiting and apply elsewhere, too! • If rejected – don't give up...every college receives many more applications than they are able to accept. Keep applying elsewhere.
9	<ul style="list-style-type: none"> ❖ As soon as you hear a decision: <ul style="list-style-type: none"> • Notify Guidance of all institutions' decisions! • Let your recommenders know how it turned out. Thank them!!!

Recommended to apply to 3-6 schools...at least one "reach" school, one "sure-shot" and one in-between. No more than 6. Remember – first 5 are free.

Get Applications in as Early as possible –

Work hard to submit them before the End of October

Contact Guidance ASAP when you have questions or need assistance.

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Requesting recommendations:

- **Request personally – in person, by phone (or personal email).**
(even if the recommendation is online and this person will receive an institutional email notification) Confirm the recommender's email address. ***Give plenty of time, at least two weeks.***
- Give your recommender(s) your personal **written information** (on paper or by email) that includes the following:
 - Your full name.
 - **Copy of your resume, personal portfolio, list of activities.**
 - Whether this recommendation is for a common application or specific school or scholarship.
 - What kind of focus the recommendation needs (academic, character, leadership, other).
 - Date the recommendation should arrive.
(Make this date at least a week prior to the actual date it is due.)
 - Format to use: hard-copy mailed letter or email.
 - For **email recommendations** – inform them of what to expect in terms of email notification and response.
 - For hard copy - Provide an addressed and stamped return envelope for hard copy recommendations. ***Ask the recommender to seal the envelope and sign across the sealed flap on the back.***