

# Admission Requirements

The following is a list of items commonly required by colleges as well as some business, trade and technical schools. Check the admission application **instructions** from the college, business, trade or technical school to determine which items are required. Always meet with your college advising professional for assistance or questions.

## 1. Completed Application

Complete an online application and be sure to answer all questions pertaining to you. Keep the application legible and check for errors before sending. More than 800 colleges and universities use the Common Application- [commonapp.org/](http://commonapp.org/) and 54 Historically Black Colleges & Universities –(HBCUs) use the Common black College Application - [commonblackcollegeapp.com/](http://commonblackcollegeapp.com/) Both allow students to apply to multiple colleges at the same time. (supplements and additional essays are required by some colleges)

## 2. Application Fee or Fee Waiver

Most applications require a fee in order to be processed and typically it's not refundable. If your family needs assistance to pay the fee, request application fee waivers from your high school counselor or from the college admission office. After taking the SAT test you may qualify to receive up-to 4 waivers as a part of the College Board's services. Ask colleges if they will accept the [NACAC Fee Waiver](#) offered by the National Association for College Admission Counselors (NACAC [nacacnet.org.](http://nacacnet.org)) See your counselor for more fee waiver details.

## 3. High School Transcript

Your transcript lists your courses and grades for each completed year in high school. Most four-year colleges want to see college preparatory or advanced courses with good grades from high school years 9, 10, 11 and possibly the first marking period of the 12<sup>th</sup> grade. Most transcripts include: Courses taken, Grade Point Average and some show Class Rank and Standardized Test Scores. Transcripts typically must be official, meaning they will be submitted straight from the high school and not be touched by the student. See your counselor for details.

## 4. Standardized Test Scores SAT / ACT

Many four-year colleges and some two-year colleges require you to submit either an SAT, SAT Subject Test, or the ACT test. Standardized tests help admission offices to evaluate your academic potential for success in the freshman year. Tests are rarely more important than your Grade Point Average (GPA). Also note: Many colleges around the country no longer find standardized tests valuable in evaluating a students' admissibility and have dropped or altered their test requirement. Review each colleges requirement. Learn more about the issue of "Test Optional" colleges on the Fair Test website - [fairtest.org/](http://fairtest.org/)

## 5. Counselor / Teacher Recommendations

Follow the instructions of each college application to understand what recommendations are required. Generally, colleges want to learn of your current academic performance from teachers of major subjects (math, science, English, etc.) Counselor recommendations discuss your overall academic performance and your character. For more help with requesting recommendations, visit: EduDreamer® form [Requesting Recommendations](#)

## 6. Application Essays

Many colleges want to see a sample of your writing either to learn more about you or to evaluate your writing skills. Be sure to read and follow all the application instructions and answer any specific essay prompts asked.

### Other Tasks Related to the Admission Process

- Interviewing – Some colleges will require students to interview as a part of the admission process. Most colleges welcome and encourage all students to interview or at least meet with an admission counselor to discuss their experiences and learn more about the campus. If you are required to interview, ask a counselor or a family member to help with a practice or mock interview before you go. Go to [collegeboard.org](http://collegeboard.org) to learn more about interviewing with a college.
- Placement Tests – These tests measure your current academic level to then determine which courses you will need to take in the freshman year of college.