

**HCS COLLEGE APPLICATION – Step 3 of 3**

**REQUEST FOR APPLICATION PROCESSING FORM**

Guidelines for completing this form are on the back.

Name: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

**This form MUST be handed in to the Counseling Office ONE WEEK before the first application due date.**

1. Are you applying **Early Decision** to a College/University? Yes \_\_\_ No \_\_\_
2. Do you need **1<sup>st</sup> quarter grades submitted** (Early Decision/Early Action)? Yes \_\_\_ No \_\_\_ N/A \_\_\_  
\* **Please note** - after the 1<sup>st</sup> marking period grades will automatically be on the transcript.
3. Mrs. Pustay will provide you with a **Letter of Recommendation** if you have completed Step 1 – Senior Self-Assessment (google form). This can be located in your email, Senior Google Classroom and HCS Website.  
Yes \_\_\_ No \_\_\_ Not Required \_\_\_
4. I have requested the College Board (**SAT**) or **ACT** office to send my **official score report** directly to a college, if required.  
Yes \_\_\_ No \_\_\_ Not Required \_\_\_
5. Your HCS **Transcript** will be sent with all SAT/ACT/AP scores. One transcript is sent to all schools at once. Please indicate if you would like to omit any scores:  
  
\_\_\_\_\_

6. Which **Application Platform** should HCS materials be sent to? All schools added to the application platform will receive your HCS materials once given permission to be sent.

Common Application: Yes ___ No ___	Earliest Application Deadline: _____
SUNY Application: Yes ___ No ___	Earliest Application Deadline: _____
Direct to Institution/Other: Yes ___ No ___ How to send materials? _____	Earliest Application Deadline: _____

7. **Application Fee:** Paid Online \_\_\_ Waiver Requested \_\_\_

I hereby request that my school records be released and sent through the application platform(s) indicated above. I understand this form **MUST be handed in to the Counseling Office ONE WEEK before the first application due date.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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FOR COUNSELING OFFICE USE ONLY: Date Received in Counseling Office: \_\_\_\_\_

Name: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

The following information was uploaded to \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_ Official Transcript  
\_\_\_\_\_ School Report  
\_\_\_\_\_ Counselor Letter of Recommendation

## HCS COLLEGE APPLICATION – Step 3 of 3

### Guidelines for Completing a Request for Application Processing (Green Sheet) Form

- This form is step 3 of 3 in the HCS College Application process. Please be sure you have completed steps 1 and 2 before handing this form in to the Counseling Office.
  - o Step 1 – Complete *Senior Self-Assessment* (Google Form)
  - o Step 2 – Use *Completing the College Application* sheet to fill out Common App/SUNY/etc.
- This form **MUST** be handed in to the Counseling Office ***ONE WEEK*** before your first application due date.
- If you have taken a Colgate Class or Dual Credit Course, it is your responsibility to submit your respective college transcript to the school you are applying to.

### Student Checklist Details:

#### **3. Letters of Recommendation:**

- o If you have requested an HCS teacher to write you a letter of recommendation – Invite the teacher using “teacher” option in Common App.
- o If you have requested an individual outside of HCS to write you a letter of recommendation – Invite the outside recommender using “Other recommender” option in Common App and the recommender can submit through Common App.

**4. SAT/ACT Official Score Report:** Some colleges require an official score report to be sent with an application. Please log on to the respective website [collegeboard.org](http://collegeboard.org) or [act.org](http://act.org) to send the required score report.

**7. Application Fee:** If you believe you are eligible for an Application Fee Waiver, please request through your application platform.