

August 17<sup>th</sup> 2020

Dear Running Start Students Class of 2021,

This is one of many **Applying to a 4-Year College/University** newsletters! Through out this summer check your BC inbox for emails helping you prepare for applying to colleges and universities in the Fall of 2020, your senior year. Each newsletter will cover different topics and will always include **links to resources** for you to explore and use on your own.

*\*If you are not planning on attending a 4-year school after high school then please ignore these emails and feel free to reach out to an advisor with questions about your path after high school.*

### Parts of the College Application

There are many pieces to any college application and each are important. Colleges can tell when a student takes their time to complete an application thoughtfully and when a student finishes it quickly with not much thought. In this newsletter we will review the different pieces of a college application as well as some guidelines for how to thoughtfully complete your college application(s). Think of each piece of the application as an opportunity for you to show the college why you would be successful on their campus – each piece is important!

There are pieces of the application that you, the student, are responsible for completing and pieces that are provided by your HS guidance counselor. However, **YOU are the one responsible to make sure ALL pieces of your application are complete and submitted on time!** This includes the counselor pieces and any recommendations from teachers or other sources.



### Student Pieces

Below are common pieces you will find in college applications. The smaller points are topics and questions you will encounter on the common application (commonapp.org) and may find on other applications. Even if you aren't applying to a school through Common App, the information below is important to review and think about as you will likely find it on all applications you fill out.

STUDENT PIECES	DETAILS
Personal Information	<ul style="list-style-type: none"><li>• Name, Sex, Date of Birth, Address, Phone Number,</li><li>• Demographics: Religious preference, U.S. Armed Forces status, Race, Ethnicity</li><li>• Geography: Birth country/region/territory, city and state/province, Years lived in the US or outside of the US.</li><li>• Language(s)</li><li>• Citizenship status, Social Security Number</li><li>• Household questions &amp; information about both parents and any siblings</li></ul>

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<p><b>Education</b> Include BC if asked about any colleges/universities you have attended, all classes you are taking at BC as Dual Enrollment</p>	<ul style="list-style-type: none"> <li>• Current High School, Questions about Graduation from HS, space to include other HS's that you have attended</li> <li>• Colleges &amp; Universities: This is where you will include any schools that you have attended through Running Start (Bellevue College), select Dual Enrollment with HS, dates attended, any degrees earned if applicable.</li> <li>• Grades: graduating class size, class rank reporting, GPA scale reporting, Cumulative GPA, GPA Weighting</li> <li>• Current or Most Recent Year Courses: Courses you are taking, Course scheduling system of your HS (BC uses Quarters; Any classes you are taking at BC are level Dual Enrollment)</li> <li>• Honors related to academics</li> <li>• Community-Based Organizations: List any community programs that have helped you on your applications for free</li> <li>• Future Plans: Career of interest, highest degree you plan to earn</li> </ul>
<p><b>Testing</b> If testing is optional, but you have taken the test and did well, I recommend you include those test scores. This is an opportunity to improve your application even if it's optional if gives the school more information about you to consider. If you did not do well on the tests then you can decide if you wish to share that information. If you did well on the SAT/ACT, your test scores can help improve your application especially if your GPA is not as high as you might want it to be.</p>	<ul style="list-style-type: none"> <li>• Send in official score-reports, option to self-report scores or future test dates for the ACT, SAT/SAT subject, AP, IB, TOEFL, PTE Academic, and IELTS</li> </ul>
<p><b>Activities</b> List all of the activities that you do! This helps schools really understand what makes you unique. List any responsibilities you have at home such as childcare because it is just as important as if you had a job. Take your time to write clear and brief descriptions of each activity so that whoever reads your application can understand what you did quickly.</p>	<ul style="list-style-type: none"> <li>• Extracurriculars: Arts, Music, Clubs, Community engagement, Family responsibilities, Hobbies, Sports, Work, Volunteering, etc.</li> <li>• Position/leadership description, Organization Name, activity description, participation grade levels and timing</li> </ul>
<p><b>Essay(s)</b> Find the prompt(s), work on essay(s) outside of application, have a teacher/parent/mentor/peer review your writing and give feedback, review the essay yourself more than once, check for grammatical errors or spelling mistakes, THEN submit your essay in application(s).</p>	<ul style="list-style-type: none"> <li>• Personal Essay: the prompt(s) depend(s) on the school(s) you are applying to and are listed in the application.</li> </ul>

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<p><b>Additional Information</b>          If you have had any extenuating circumstance that have greatly impacted your health, academic performance, access to technology or a quiet work space, your family circumstances and finances, <u>always</u> take the opportunities provided to share. This can help your application reviewer to understand any negative impacts to your grades or courses or ability to perform academically.</p>	<ul style="list-style-type: none"> <li>• The opportunities to share any extreme negative impacts on your life that have negatively impacted your academics due to COVID-19 or natural disasters. Include anything about effects on your health/well-being, safety, family circumstances, future plans, education, access to technology and appropriate study spaces.</li> </ul>
<p><b>Courses &amp; Grades</b></p>	<ul style="list-style-type: none"> <li>• Transcript(s) to show courses &amp; grades for all years of HS</li> </ul>
<p><b>Teacher Recommendations</b>          It is a good idea to provide recommendations from two teachers of different subjects (for example: English and Science, or Math and History).           Other Letters of Recommendations          Some schools may have the option for you to submit a Letter of Recommendation from someone in your community such as a coach, extracurricular teacher, advisor, or employer. This should never be a family member or a friend. It should be someone who can speak to your abilities in an activity or leadership role.</p>	<ul style="list-style-type: none"> <li>• Some schools will ask you to provide recommendations from 1-2 teachers. The schools will be specific about which subjects they will want to hear from and how they want this recommendation. Sometimes it is in the form of a letter and other times it's a online form that your teacher(s) will have to complete.</li> <li>• Before completing this part of the application, you will be required to complete a FERPA Release Authorization – read this carefully.</li> </ul>

**HS Counselor Pieces:** Official HS Transcript, Mid-Year and Final-Year Grade Reports, Secondary School Report and/or Counselor Recommendation

**Other Parts of the Application Process:**

- **Interviews:** Some schools offer interviews either as optional or required. Even if it's optional it's a good idea to have an interview as another way to present yourself to the school; an opportunity to share your strengths and why you would be a good fit for the school.
- **Demonstrated Interest:** Some schools consider your demonstrated interested in the school. Demonstrated interest is if you have taken a tour of the campus, attended an information session, reached out to the admissions team with questions, interviewed at the school, etc.
- **Auditions and Portfolios:** For art, music, or theater programs there are often opportunities to submit audition tapes and/or portfolios of your work as part of your application.

**Resources**

[Quick Guide: The Anatomy of the College Application](#) (CollegeBoard.org)

[College Application Checklist](#) (KhanAcademy.org)

[Common Application](#)

[Common App: First Time Application Guide](#)

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[Coalition for College Access](#)

[Preparing for College](#) (University of Washington)

[Washington College Access Network: Applying to College](#)

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If you have any questions about these topics please respond to this email or [Click here to submit a question, provide feedback, or suggest another topic to be covered!](#)

**Next newsletter topic: Writing your College Essay**

All Applying to 4-Year Schools Newsletters and Worksheets are now available as downloadable PDFs on our website: <https://www.bellevuecollege.edu/runningstart/navigation/advising-educational-planning/>