

## GACOLLEGE411 APPLICATION WORKSHEET

Beneath the **College Planning** tab, click on **Applications and Transcripts**.

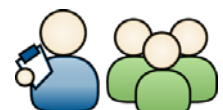
## PRACTICE APPLICATION

1. Click on **Practice a College Application** and then click **begin**.
2. A pop-up screen will appear. Read the instructions and click **Begin the Practice Application**.
3. You will be required to fill out **six pages** of information, as follows:

- **One – Name and Address:** Student name, Permanent home address, Mailing address, and Contact information.
- **Two – Personal Information:** Applicant information, Citizenship information, and Optional information.
- **Three – Enrollment Information**
- **Four – Educational Information:** High school you now attend, Other high schools attended, Test information, College information, and Activities since last enrolled.
- **Five – Activities and Interests:** Academic honors, Work experience, Extracurricular, personal and volunteer activities, and Short answer about which activities were the most meaningful and why.
- **Six – Family Information:** Parent 1 information, Parent 2 information, Legal guardian's information, and Sibling information.

You may move from page to page by either clicking on the **arrow button** at the bottom, or by using the **left hand menu** to select which screen you want to jump to.

4. Once you have completed the application, click **Submit Your Completed Application**, and then type your name at the bottom as though you were signing an official signature.
5. Your practice application will be forwarded to your designated advisor - either your teacher or guidance counselor. If you would like, they can review it with you and provide any comments or suggestions.



## APPLY TO COLLEGE

1. From the **Applications and Transcripts** page, select **Apply to College and Track Your Application**.
2. *A. If you already have schools saved to your portfolio, click on the **Your Saved Schools** tab, and next to your desired school, click **Apply** beneath the Undergraduate column.*  
*B. If you do not have any schools saved to your portfolio, beneath the **All Schools** tab, search for your desired school by either **key word search** or **browse alphabetically by state or region**. Once you have located your desired school, click **Apply** beneath the Undergraduate column.*
3. A pop-up window will appear for the school you have chosen. Carefully read through all of the information on the introduction page. When you are ready, click **Begin Application**.
4. While the format of every application will differ slightly, for the most part, they will all require you to provide the same information as the practice application. Using the arrow buttons or left hand menu, go through all sections to **double-check for any errors**.
5. *A. Once you have finished filling out the application, click **Submit**.*

**Print the confirmation page and mail it to the college** with a check for your **non-refundable application fee**.

The **Apply to College** page will track which colleges you have applied to and will link to a copy of the application confirmation form for your records.

*B. If you do not finish filling out the application, then on the **Apply to College** page it will appear as an **application in progress**.*

Click to resume filling out your incomplete application - or, if you change your mind, you may also remove it.

