



Christiana High School College Application Process

Before the counselors will process any applications, the **Parent/Guardian Approval** form must be returned to the appropriate counselor.

Students will complete applications online or on paper. (It is the responsibility of the student to obtain the applications for schools to which he/she is applying).

When the application is complete, students will complete an **Official request form** and follow the directions below.

Online Applications:

:

1. Print out and complete the Secondary School Report or Counselor recommendation form. Make sure student signs form.
2. Give form with an addressed envelope to Mrs. Habbert, Ms. Keefer or Ms. Rumley (Envelopes will not be provided.)
3. Pick up forms in sealed envelope from the counselor when completed and mail to the college within two weeks of drop-off. (No applications will be mailed by CHS.)

Common Application (Online):

1. Fill out the Official request form and submit it to counselor.
2. Add counselor as a recommender in the Common Application.
3. Common Application will email the counselor section to complete online.
4. No additional paperwork or mailings are necessary.

Paper Applications:

1. Bring entire application including Counselor section to E101 in an addressed envelope. Please include all recommendation letters, essays and documentation.
2. Pick up completed, sealed application and send it to college/university. (No applications will be mailed by CHS.)

It is a **TWO WEEK** turnaround for all college applications. Please make sure that all applications are dropped off to the counselor's office at least two weeks prior to the deadline. Mailing takes at least two additional days.

PLAN AHEAD. A lack of urgency on your part does not make an emergency on our part.