

Paul VI College Application Process

A **transcript request form must be completed for each college application.** Transcripts are \$5.00 each for the first 7 requests; \$10.00 each after the initial 7. *One check can be written for multiple transcript request forms that are submitted at the same time.*

Only 2 **letters of recommendation** are needed. **Students should not delay in requesting a letter from a teacher!** Inform the teacher if there is an Early Decision deadline. Also, it is the student's responsibility to follow up on letters – not Guidance!

The **Secondary School Report Form** (if the college application has one) for the counselor to complete is submitted at the same time with the transcript request form. **Can't find it?** Then the counselor will use the widely-accepted NACAC form which profiles the student's academic achievements.

FACTS:

- Both the Transcript Request Form and the Letter of Recommendation Form are located outside of the Guidance Dept. or can be downloaded from the PVI website-click on *Guidance*.
- The Paul VI transcript consists of final grades earned each year at PVI and all national standardized test scores (PSAT, SAT, ACT, AP). *NOTE: Guidance mails all available test scores, UNLESS THE STUDENT INDICATES ON THE TRANSCRIPT REQUEST FORM NOT TO MAIL THE SCORES.*
- Students should include the Paul VI School Code # 470801 when registering for either the SAT or ACT to assure Paul VI receives a copy of the test results. Some colleges do not accept the scores as reported on the high school transcript and require official scores directly from College Board or ACT.
- If a student re-takes either the SAT or ACT **after** Guidance has mailed transcripts, the student must request *the new test scores be mailed directly from the testing service to each college.*
- Since Guidance does not receive the October and November SAT or ACT test results in time for *Early Decision* applications, a student should take advantage of the College Board and ACT service to have scores mailed directly to the college for early decision consideration.
- *No transcript request forms will be accepted after November 17 until we return from Christmas break* to allow ample time to process and mail all paperwork before dismissing for the holidays. Guidance will accept transcript request forms when classes resume after the holidays.
- Keep all scholarship award letters. The graduation program lists all the awards offered to seniors-whether attending that particular college or not- and a copy of the award letter verifies the information.
- The *Guidance Grab Bag*, on the PVI website, is updated weekly.