



# 2024 BFA Guidance Senior College Application Procedures

1. Make sure you have filled out the 2 Requests for Recommendation forms you were given in your senior meeting and **return to your counselor:**
  - A. Student Recommendation Form**
  - B. Letter of Recommendation Form for Parents**
2. Review the Common Application ([commonapp.org](https://commonapp.org)) to see if your colleges accept this. Over 400 colleges use this application. Create an account and remember your password.
3. Ask 2-3 teachers, who know you well, to write a letter of recommendation for you. Please ask in-person. The recommendation will be done online as part of the Common Application. You should also ask your teacher to submit a hard copy to the Guidance Office.
4. Make arrangements to have your SAT's sent to your colleges through the College Board, if required ([collegeboard.org](https://collegeboard.org)). There are two ways – 1. when you register for the test – use the free service by noting the codes for the colleges you plan to apply to **or** 2. request scores to be sent later for a fee.
5. You must keep in touch with your counselor. Please stop in Guidance or email Stephanie Gagnon ([sgagnon@maplerun.org](mailto:sgagnon@maplerun.org)) to set up an appointment with your counselor.
6. Have your English teacher proofread your admissions essay.
7. We will need to send your official transcripts to your colleges directly from the Guidance Office. You must add your school counselor as a recommender on your CommonApp account so that your transcript and other college required documents can be sent on your behalf. Do this as early as possible!
- 8. Be careful to note deadlines. Check emails!**
9. Once you have applied, create an account on your colleges' sites to monitor your admission status.

**Come to the College  
Application Event with  
the**

**School Counselors!**

**Wed 10/02/2024**

**Enrichment- BFA Library**