APPLICATIONS may be completed on-line or students may submit the traditional paper copies. Admission counselors would prefer on-line applications. Students should be submitting applications to their counselors as early as September 15\textsuperscript{th} of their senior year.

\textbf{If applying by Paper}

1. Student completes the application and submits the following to their counselor:
   - The completed application
   - A check or money order made payable to the college of which they are applying
   - And a Transcript Request Form (Available in counselors office and Life and Learning Office)

\textbf{If applying On-Line}

- [http://apply.wisconsin.edu](http://apply.wisconsin.edu) (4yr - Wis public)
- [www.witechcolleges.org](http://www.witechcolleges.org) (2yr –Wis public)
- [www.GoIndependent.org](http://www.GoIndependent.org) (Wisconsin private)
- common application (use when applicable)
- For out of state schools visit WISCareers or search school name on-line

Student completes the application on-line and submits the following to their counselor:
   - Counselor’s Form (print off at end on-line application)
   - A check or money order IF you didn’t pay on-line
   - A transcript request form. Do not get your transcript, your counselor will get it for you; just turn in the transcript request form.

Additional information that MAY be submitted as well:
- RECOMMENDATIONS (sometimes required otherwise submit when rank and/or ACT score is lower than typical college admission)
- A PERSONAL STATEMENT/ESSAY

Common Question: When will the application go out?
It takes reasonably TWO WEEKS for the counselor to complete the application and have the registrar put it in the mail. Knowing this, plan accordingly.

Common Question: How do I request a transcript for scholarships or for personal use?
Fill out the transcript request form; forms are available in each counselors office of the Office of Life and Learning. Indicate on the form if you will be picking it up or provide the name/address of the destination. Leave the form in the Office of Life and Learning and pick up transcripts at a later date and time.

Common Concern: My application was sent out a month ago by my counselor, now the college wants transcripts/ACT scores. Colleges receive thousands of applications. They may not process incoming mail for a minimum of two to three weeks. Also, if you apply on-line, many campuses instantly send out a verification letter and indicate what they have not yet received. Give it time. If it’s been over 6 weeks call the admission office.