

# Apply



Once you find a college you think will help you achieve your education and career goals, you need to apply (you can apply to more than one school). Most schools have similar application procedures:

## **Fill out an application form for each college of interest.**

You can use UtahMentor to apply or the college's website. UtahMentor is the best way to apply to multiple campuses. Most campus web sites also have online forms. Watch for the application deadlines.

## **Pay Application Fees**

Each school charges a fee for processing your application. Please check the "Facts at a Glance" portion of your guidebook or contact the individual institution to find this information. Your application is not complete without your fee, and you may not be considered for scholarships and financial aid unless you have paid your application fee.

## **Request an official high school transcript & ask that your high school send the transcript to the college admissions office.**

Ask your high school counselor how to best arrange this. The transcript request must be signed by a parent or a guardian if you are under 18. If you are 18 or over, you sign the release. Colleges generally require an official transcript in a sealed envelope. Most colleges require that the transcript be sent directly from the high school to the college.

## **Request & submit Concurrent Enrollment, AP, & IB credit transcripts, if applicable.**

Students who have taken Concurrent Enrollment, AP, or IB Classes may need to submit their course credits earned to the college's admissions office. Concurrent Enrollment transcripts are obtained from the college registration office where you earned the credit.

## **Check to see if your college requires a copy of college placement test scores (ACT/SAT) for admissions.**

Some schools require scores from national tests like the ACT or SAT. Scores may have to be sent from the testing company, or the score reported on your high school transcript may fulfill the requirements. Students can practice for the ACT/SAT for free online at [www.utahmentor.org](http://www.utahmentor.org), and by clicking on "Test Prep."

## **Confirm you have provided all information needed for your application to be complete.**

Some schools may request references or require you to go for an interview with the department chairperson before you are admitted to certain academic programs. Generally, you are notified about your acceptance in two to four weeks. If you do not get a response within that time frame, please contact the college's admissions office.

- Applications • Transcripts • ACT/SAT Scores
- Application Fees • Confirm