

## **Towson High School Senior College Application Process**

1. Sign and return the release of information form. Form is available in the counseling office OR on line on THS web site.
2. Email or TYPE a list of colleges to which you are applying and the dates the applications are due. (See back of this page).  
You may add lists as you go.  
This will initiate your transcript being electronically sent to each college.

NOTE: We will be on the Naviance program and will request from there once you are enrolled. Until that time we will use the process above.

3. Ask 2 teachers to write recommendations for you. When they agree, give them the Towson High School Teacher Recommendation form. (also available in the counseling office). Teacher will complete the form and return to student's counselor. We copy and send to each college.

Note: Teacher recs are NOT given to students. Teachers write ONE rec for each student, so use THS forms NOT the ones that colleges have.

4. SAT and/or ACT. If you need to, register NOW for the tests through their web sites.  
Note: Scores for SAT and or ACT must be requested from the web site and sent directly from company to your colleges.
5. Counselor will send recommendation, GPA, rank, school profile and teacher recommendations to each college. Supply your counselor with a resume and activity sheet AT LEAST 3 weeks before deadline.

Please email or leave a request form for your counselor asap  
and as often as you wish!

