

1. **PRAY FOR GUIDANCE AND DO YOUR RESEARCH**
Using several of the numerous college guides available (bookstores, libraries, internet), search by the factors important to **you**—location, costs, courses of study, admissions selectivity, for example. Try to narrow your list to 3-6 schools on which to focus.
2. **VISIT THE SCHOOL**
 - a. **Call ahead and make an appointment.** You may request to tour the campus, view the dorms, visit classes, interview department representatives, visit the financial aid office, etc., but you must call ahead. Send a follow-up “thank you” letter for any personal interview, **ESPECIALLY** if you are applying for scholarships.
 - b. **Have a list of questions to ask that may not be answered in the school’s literature.** For example: Are the dorms co-ed? Are there co-ed visiting hours? What security arrangements exist in the dorm and on campus? How much do textbooks typically cost per semester? Are freshmen assigned faculty advisors? Is there tutoring available? **Get a copy of the school’s catalog while you are there.** It may/may not be free.
 - c. **Dress appropriately, ESPECIALLY if the visit involves an admissions or scholarship interview!** First impressions do count.
 - d. **Parents are welcome to ask questions, but many schools prefer to converse primarily with the student.** Parents should try to stay in the background and students should be prepared to handle interviews as adults.
3. **MAKE A FILE FOR EACH SCHOOL TO WHICH APPLICATION IS MADE**
 - a. **On the outside of the folder:**
 1. Write the **DEADLINES** for every item the school requires. (As deadlines are met, note date and check off.)
 2. Note any fees which are required, as well as specific documents required.
 3. Note the school’s address and admissions phone number for quick reference.
 - b. **Keep all applications, forms, and letters from the school in the folder.**
 - c. **File a Xerox copy of all material sent, along with the Certified Mail receipts.**
 - d. **As new information, requests, etc. come in from the school, file and note any new deadlines on the folder front.**

*For final choice school, maintain file at least through freshman 1st semester, especially if money is involved.
4. **MEET EVERY DEADLINE**
Colleges are not the least bit “understanding.” A deadline means exactly that—if you miss it, there will not be a second chance.