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### Applying to Four-Year Colleges/Universities

- Application deadlines vary. A general guideline is to plan to have all applications submitted by Thanksgiving. Keep in mind that some *selective* schools have early action or early decision as early as mid-October.
- Go to the college's website and look for "**Admissions**" or "**Apply.**" For University of Wisconsin schools, it's easiest to use <https://apply.wisconsin.edu/>.
- Begin filling out the application and keep a record of the username and password you used for the application.
- You may be asked to write an **essay**. It's a good idea to have someone proof read it (English teacher?) and/or give you feedback before final submission.
- Be prepared to **pay** online. Cost varies per college. Plan to pay approximately \$50 per application. Some schools may offer a fee exemption for those that meet the income guidelines. If you choose to pay by check or money order you will need to remember to send that in the mail.
- Print a copy of your completed application for your records.
- Request your transcript** through Xello (formerly Career Cruising): <https://login.xello.world/>. There is also a link to Xello from the high school student homepage. Your username and password are the same as the ones you use for school. Keep the CFA-in front of your username. Xello may prompt you to change your password. Our recommendation is that you keep it the same. If you are applying to a school that uses the "Common Application" see your counselor regarding this process.
- Make sure the colleges that you are applying to have your **ACT** or SAT score. Most colleges will require that an "official" ACT/SAT score sent to them directly from the testing agency. When you sign up to take the ACT you are able to choose up to four colleges to receive your score. If you did not select the college you are applying to, log on to [actstudent.org](http://actstudent.org) and make an official request. The approximate cost for this is \$15.00
- Some colleges may require **letters of recommendation**. Follow their guidelines and be sure to give the person you are asking to write your letter, plenty of time (a week or two). If the college doesn't require them, you may still want to secure one or two if you are unsure of your chance of admission. These can be sent with grade updates at a later time.