

Presentation of Mary Academy College Admissions Guidelines

The Guidance Office is here to assist you in your college admissions process. The following guidelines have been put into place to make this process as simple as possible:

1. **Each student is responsible for sending out her own applications.** This may include the college application, essay, and application fee.
2. It is the **your responsibility** to request official transcripts, SAT scores, and recommendations from the Guidance Office to be mailed to the colleges you are applying to. This can be done by submitting a blue Transcript Request form to your guidance counselor at least **2 weeks** prior to the application deadline.
3. Your transcripts, recommendations, and scores will be mailed **directly** from the Guidance Office to the colleges indicated. However, if you would like to include them with the application, you will be given the transcripts in a sealed and signed envelope to ensure confidentiality.
4. Many colleges now offer on-line applications. In this case, you must submit the blue Transcript Request form to your guidance counselor to ensure the records will also be received by the college. Remember: an admissions decision cannot be made until all materials are received!
5. If you are applying **Early Decision** or **Early Action**, many of the deadlines are at the end of November. Please be aware of deadlines and submit the Transcript Request form in a timely manner, by at least the end of October!

As always, we are available anytime concerning this process. Good Luck!!

