

## CHAPTER 8

# THE APPLICATION PROCESS

Once you have picked your college or university, it is time to apply. Ask your admissions office exactly what is required and when its due.

Let me share Sofia’s story and how that application process affected her life.

Dissatisfaction with a job led Sofia to return to school. She was a medical assistant at a surgeon’s office and had watched several of her friends earn degrees. She knew she needed to make a change and if she didn’t do it now, she probably never would. She talked to a lot of schools and finally chose one.

She trembled as she sent in her application, but within a month she was officially a college student. A weekend and online schedule allowed her to juggle her classes around a forty-hour work week and her children. She said, “To walk across that stage with my peers and get my degree, so I can open up my world and that of my family to new experiences. What a blessing!”

So, here are the steps to apply and get accepted to the college of your choice!

### **1. Complete the application form and note all deadlines.**

Most colleges and universities offer an online application. It asks about your previous schools, work, degree interests and why you are considering going back to college. Be as clear as possible about your goals for returning to college.

Be sure to mark your calendar with all submission deadlines so you are not disappointed. If you have questions, ask your counselor!

### **2. Get your transcripts sent.**

Colleges and universities often require official transcripts from high school and other colleges. Official copies are those sent directly by your former school to the new one you want to attend. Do not pick them up and deliver them yourself because they may not be considered “official.” Just call your high school’s main office or contact the registrar’s office at your former college and tell them where you want the transcripts sent.

Regardless of how long ago you attended, you can get an official copy of your transcripts. If your former school or college has closed, or you cannot locate a phone number, then call your state’s department of education. They can always tell you how to obtain a copy. Transcripts from other countries need special care. Check with your admissions counselor.

Once the college or university receives all your information, it sends a formal notification with information on the next steps.

**3. Confirm the total costs and apply for financial aid.**

Make sure you understand the total costs to you including tuition, books, and fees. Chapter 9 has tips and information about the financial aid process.

**4. Paying the application fee and deposit.**

Some colleges have an application fee, and most require a small nonrefundable deposit to confirm your enrollment. Once you have paid it, you can register for classes and attend a new student orientation. Always ask about application and deposit waivers that are sometimes available.

So, remember these four steps:

1. Complete the application form.
2. Get all your transcripts sent.
3. Confirm the total costs and apply for financial aid.
4. Pay the deposit.

It's easy.