

Tips For Successful Application

1. **Start early.** It may take you longer than you think to gather all the materials you need to complete your application file.
2. **Apply to at least three or four schools.** Give yourself as many options as possible in case your first choice does not come through for you.
3. **Note deadlines.** Identify ALL deadlines for admission, financial aid and/or housing. Request application materials relevant to transfer students well in advance. Some applications are more complex than others; allow yourself plenty of time to think through your responses and to prepare a flawless application. The applications for many, but not all schools are on-line through the college website.



4. **Admission file will need to be complete by the application deadline.**
A typical application file would need to consist of the following:
 - Application for admission
 - Application Fee
 - Official transcript from high school
 - Official transcripts from **ALL** colleges attended at time of application (any transcripts with grades missing will need to be resent after the completion of the final courses)**NOTE:** Summer grades that are missing from initial application file may not be allowed for use in meeting admission requirements. Check with your transfer institution for further information.

5. **Read the entire application through carefully before you begin.** At that time, note all materials required to complete your application file. Prepare a timeline noting dates for completing each step of the application process.



6. **Make several photocopies of the original application to use as rough drafts.** Not only should your application be neat, but it should be visually attractive as well. Carefully plan the placement of all information on the form to determine the best use of space and the most attractive layout.
7. **All applications should be neatly typed.** If you do not type, or do not type well, ask someone else to type for you
8. **Fill in all blanks.** Use N/A for items that do not apply to you. Do not leave anything to the reader's imagination.

9. **Demonstration of your best writing ability.** When a personal statement or essay is used to assess your communication skills, it is your opportunity to make yourself unique to the Admissions Committee. Don't sell yourself short. Find ways to reveal the special qualities that will set you apart from other candidates. Keep in mind appropriate self-disclosure will have a greater impact than vague, superficial statements. The personal statement can also be used to explain unusual circumstances which may have had a negative impact on your scholastic record. **This needs to be error free.**



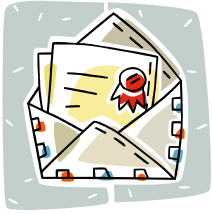
10. **Be sure to proofread the final draft carefully.** Have someone else proofread it, too. Ask one of the Student Development Center staff or faculty member to critique your application for accuracy and completeness.
11. **Make a copy of the completed application and note the date it was mailed.** Applications are generally considered in the order in which they are received. Submit as early as possible before the deadline to ensure notification at the earliest possible date.
12. **Request transcripts from all colleges attended** and, if required, high school transcripts, be sent to each of the schools where you are applying well in advance of the application deadline.
13. **Use course descriptions given in your college catalog,** if you are asked to provide them. If you have attended colleges other than HCC and do not have a copy of the catalog for the terms in which the courses were taken, contact the Office of Admissions and Records and request they send you photocopies of the appropriate pages from the applicable catalog(s). Allow plenty of time for your request to be processed.
14. **Check to see if American College Testing (ACT) is required.** If you have never taken the ACT, and it is required of students transferring to the schools to which you are applying, make arrangements to take it in the fall of the year before you plan to transfer. Dates when the ACT will be administered and registration information are available in the Student Development Center, Hawkeye Center, Upper Level, or you may call (319) 296-4014. If you have taken the ACT sometime in the past, you will need to contact ACT in Iowa City by writing ACT, Records Dept., P.O. Box 451, Iowa City, IA 52243 to request the scores be sent to the school(s) of your choice. Allow at least a month for your request to be processed. There is a fee for this service. If the test was taken when you were in high school the scores may appear on your high school transcript.



15. **Apply early for financial aid.** To be competitive for institutional financial aid, you must apply early. It is recommended, therefore, that you apply for financial aid at the same time you apply for admission--even to your second and third choice schools. Be sure to request that the results of the Federal Financial Aid Form (FAFSA) be sent to each of the schools where you are applying. The financial aid package offered by a particular school may have a significant influence on the offer of admission you choose to accept.

16. **Submit only recommendations that enhance your application.** The only GOOD recommendation is an EXCELLENT one. Don't hesitate to ask the individual if

she/he can write an excellent recommendation for you. If she/he cannot, try to find someone who can. Your chances of receiving a favorable recommendation will be increased if you allow your references plenty of time - at least a month - before the application deadline to think through and write the recommendation.



17. **Call the Admissions Office and make an appointment for an**

interview. Before meeting with the Admission Officer, gather information about the school and write down your questions. The day of the interview, arrive early so you will have plenty of time to park and find the Admissions Office. Dress neatly, relax and be yourself. Be sure to follow-up with a thank you note.

