

Santa Monica High School College & Career Center

APPLYING TO PRIVATE COLLEGES

1. Obtain an application by writing, calling or going on-line. Read and follow instructions carefully. Observe deadlines.
2. Most private colleges and universities will send you a **Secondary School Report** or similar form along with the application. This form must be completed by your College Counselor. **Complete the top portion and turn the form into your College Counselor at least two weeks prior to the due date.** If you receive Mid-Year reports with the application packet, hold onto them. We will process them in January.
3. Most private colleges and universities require **one counselor recommendation and one or two teacher recommendations**. You must ask your House Advisor or College Counselor to write the counselor recommendation. A brag sheet is required—the request must be made at least two weeks prior to the due date.
4. By October 1, make an appointment to meet with your College Counselor especially if you are applying for Early Action/Decision or to private or independent colleges/universities.
5. By October 1, complete the **Brag Sheet** for early decision, November 1 for regular decision. Thoroughly answer all questions in order to provide a complete picture of your high school experience. You may attach your UC personal statement or other writing that describes you as a person. If you desire, have your parents write a short statement about you and turn it in with your Brag Sheet.
6. An **official transcript** must accompany each Secondary School Report. Transcript requests are processed by Ms. Hodges, the Records Clerk, located in the Administration Building. Each transcript cost \$3.00 Official transcripts are in a sealed envelope that cannot be opened.
7. At least two weeks prior to the due date and no later than November 1, submit the Secondary School Report or “To Be Completed by the High School” report section of your application to your College Counselor. **EVEN IF YOUR HOUSE ADVISOR IS WRITING YOUR LETTER OF RECOMMENDATION, YOU WILL STILL NEED TO SUBMIT THE REPORT FORM TO YOUR COLLEGE COUNSELOR FOR PROCESSING.** It is your responsibility to make sure that your House Advisor gives your completed recommendation to the appropriate College Counselor.

8. Secondary School Reports or similar form will not be accepted without an official transcript AND an envelope (9"x12", self-adhesive) addressed to the college or university with three (3) first class postage stamps. Use Samohi's return address on the envelope. Write your name and Samohi ID number on the lower left corner of the envelope.
9. **Last minute requests are very difficult to process** given the large number of students to each College Counselor. Observe college deadlines and deadline set by the College & Career Center.

You are responsible for submitting the following:

1. Your application to the college or university
2. Your Secondary School Report to the College & Career Center BEFORE THE DUE DATE with an official transcript for each school.
3. Your official test scores sent directly from ETS or ACT to the college.
4. Your teacher recommendations given to your teachers in a timely manner in a stamped envelope addressed to the college.

The College & Career Center will send the following information with to the colleges:

1. Secondary School Report
2. School or Counselor Recommendation
3. School Profile
4. Official high school transcript

SAMPLE OF HOW THE ENVELOPE SHOULD BE ADDRESSED FOR SECONDARY SCHOOL REPORT. ENVELOPE SHOULD BE 9"X12". SELF-ADHESIVE PREFERRED.

Santa Monica High School
601 Pico Blvd.
Santa Monica, CA 90405

3 First Class Stamps

University of Santa Monica
Office of Admissions
1234 College Lane
Santa Monica, CA 12345

Secondary School Report
Smith, Sue (Samohi ID #123456)