**COLLEGE APPLICATION PROCESS**

**THREE STEP PROCESS**

**STEP ONE: APPLICATION**

1. **Log on to college website. Examples: schoolcraft.edu , msu.edu , cmich.edu**
2. **Click *Apply Now***
3. **Complete the online application – be sure to answer all questions**
4. **Pay application fee**

**STEP TWO: SEND TRANSCRIPTS**

1. **Go to parchment.com**
2. **Click *create an account***
3. **Click *learner/parent***
4. **Enter required information: name, birthdate, education, email address, and password**
5. **Click *No, I do not want to be discovered . . .***
6. **Click *I have my parents or guardians permission . .***
7. **Click *sign up***
8. **A verification code will be emailed to you. Enter verification code**
9. **Click the + sign - Add your school: Franklin, Livonia, MI**
10. **Enter: currently enrolled, gender, dates of attendance**
11. **Click *I waive my right to access . . .***
12. **Click *I consent . . .***
13. **Click *order***
14. **Add the college/university where you want your transcript sent**
15. **You can add additional colleges/universities**
16. **Follow the prompts through *Confirmation***

* **Make sure you have spelled you name correctly and entered your birthdate correctly**
* **There is no fee to send transcripts**

**STEP THREE: SEND SAT SCORES**

1. **Go to** [**www.collegeboard.org**](http://www.collegeboard.org)
2. **Click Sign Up or log into your account**
3. **Select SAT ( middle of screen in the blue boxes)**
4. **Click on SAT drop down menu and select *scores***
5. **Click on *send score reports to colleges***
6. **Follow prompts to select colleges/universities where you want your scores sent**
7. **Pay fee for score reports**

**YOU MUST COMPLETE ALL THREE STEPS BEFORE COLLEGES WILL LOOK AT YOUR APPLICATION**