

## How to Apply to a College

- Go to the college website (you can google the college to find the website)
- Determine if the college has an application on it's site and click "apply now."
- After submitting the application, log into your Parchment account and electronically send your transcript to that college.
- You do NOT need to print out any counselor forms as Parchment will automatically send those to Mrs. Smeltzley when you place your request.
  
- If the college website does not have it's own application and defers you to "The Common Application," you must set up an account on that website.
  - Butler University
  - DePauw University
  - Earlham College
  - Franklin College
  - Goshen College
  - Hanover College
  - Indiana University-Bloomington
  - Indiana University-Purdue University Fort Wayne (IPFW)
  - Manchester University
  - Purdue University
  - Saint Mary's College of Indiana
  - Saint Mary-of-the-Woods College
  - University of Evansville
  - University of Indianapolis
  - University of Notre Dame
  - Valparaiso University
  - Wabash College

- You do NOT use Parchment for these applications. The Common Application website will send Mrs. Smeltzley notification of your application as well as request your transcript and secondary school report. Mrs. Smeltzley will take care of everything from that point. You just need to complete the application for each school on the Common Application.

\*\* Remember there are fees for every application you submit – some colleges charge well over \$60 so be sure you have a credit card handy to complete your application.

\*\* Please allow one week for application materials to be processed by Mrs. Smeltzley.

\*\* If requesting letters of recommendation from teachers, allow them 2 weeks – just a respectful thing to do!

Website application = Parchment transcript request

Common Application = no Parchment