

North Montgomery High School College Application Steps

1. Go to the individual college's website and complete the online application. Pay the application fee online with a credit card.
 2. Go to www.parchment.com/register and create an account by using the code we provided. This will allow you to have your Official Transcript electronically delivered to your college(s).
 - Click on "order transcript" and then select the colleges/universities to which you would like your transcript sent.
 - Make sure you "save and continue" to submit your request.
 - Track the status of your transcript requests from the "orders" tab at the top.
- Some out of state colleges will charge a fee to send a transcript through parchment. If it shows that you will be charged, ask Mrs. Southard to mail a paper copy to your school. All Indiana schools (and many others) are free.

Remember...

- For all Indiana colleges, the counselor report (secondary school report) will be automatically generated through Parchment and sent to your counselor. You don't need to bring in a printed counselor form from the individual colleges.
- Although your SAT and/or ACT scores will be on your transcript, some colleges (such as IU and Purdue and many out of state schools) require they be sent directly from College Board or ACT. Make sure you read the test score requirements from your college's website.
- If your college application requires letters of recommendation, fill out a "recommendation request" (located on the scholarship wall in the commons) and give it to the person you are asking to write the letter. Realize that teachers and administrators are very busy and you should give them adequate time to write you a personalized letter.