

**Answers to Frequently Asked Questions**

Students will have a lot of questions about the college application process, especially if they are a first-generation college student. Listed here are the answers to some common questions about online applications.

# How do I submit my essay?

Please note some applications will require an admission essay or a personal statement. Remind students to bring their essay(s) with them. Some applications will allow the file to be uploaded. Others may require them to copy and paste from an existing document (which they may have stored on an external device such as a flash drive). Most essay questions are open-ended,

but some may have word minimum and/or maximum limits. If there is a word limit, it will be specified within the essay question. If a student submits an essay that is too short or long, an error will be issued, and the student will need to revise his or her essay.

# How do I submit official transcripts?

Most colleges and universities require applicants to submit a transcript, including their senior year schedule. Please develop a process that will allow your students to notify you of the colleges to which they would like you to send their official transcripts. If your school is interested in using the free Tennessee Electronic Transcript Exchange, please contact Suzette Telli at suzette.telli@tn.gov.

# How do I submit official test scores?

If a student has already taken the ACT or SAT and isn’t sure if they sent their scores to their colleges of choice, they can contact both testing organizations (ACT or the College Board) about having their test scores sent to additional colleges. Both organizations allow you to do this either on the web, over the phone, or by mail. Typically, fees will be involved with sending these test scores. To be sure if a college has received test scores, students should call the admissions office at the school.

# Is my information confidential?

Assure parents and students that all information submitted for official online applications is secure and confidential.