

Dos and Don'ts During the College Admission Process

Do:

- Have appropriate email and check it often.
- Use language and grammar appropriate for an unfamiliar adult.
- Look up the right person.
- Look online for answers first (if you're emailing, chances are you're online already!).
- Read, understand, and follow instructions from colleges and your school.
- Allow time and follow up with the right people: teachers, school counselors, and admission offices.



Don't:

- Expect an immediate reply or issue imperatives.
- Clearly copy all your schools on a single email.
- Use text-typing (i, u, r) or overly informal language ("hey", "toodles").
- Tell us we didn't understand your question.
- Call repeatedly without leaving a message.
- Ask for unusually high levels of special treatment.
- Ask us to upload things for you or check up on your counselor or teacher for you.
- Schedule or change visits at the last minute.