1. Create a QuestBridge account.
   ▶ Go to apply.questbridge.org and click on “Create an account.”
   ▶ Register with an email address you check regularly.
   ▶ Keep your password secure.

2. Open a College Prep Scholars Program application.
   ▶ Write down your QuestBridge ID number for easy access later.

3. Determine who should write your Academic Recommendation and Character Recommendation.
   ▶ Be sure to give your recommenders plenty of time (we suggest at least two weeks).
   ▶ Register them on the Recommendations page of your application. If your recommenders do not receive an email from QuestBridge with instructions, ask them to contact us at questions@questbridge.org with your full name and QuestBridge ID number.

4. Complete the College Prep Scholars Program application.
   ▶ The application includes an essay and short answer questions, as well as sections on academics, activities, and your family and financial background.
   ▶ Fill out the Awards section of the application (note that some awards require short essays).
   ▶ Be sure to allow yourself enough time before the deadline to complete every section.

5. Submit your application materials.

   **Transcript**
   ▶ Obtain a copy of your high school transcript from your school and upload it to the Academic page of your application. Unofficial transcripts will be accepted.
   ▶ You are also required to manually enter individual courses and grades on the Academic page.

   **Standardized Test Scores (if taken)**
   ▶ If you have taken exams (PSAT, PreACT, ACT Aspire, SAT, ACT, SAT Subject Tests, or AP), upload copies of score reports to the Testing and Honors page. Unofficial reports are accepted.
   ▶ Please do NOT send official test scores through the College Board or ACT.

   **School Profile (if available)**
   ▶ Obtain a School Profile from your school counselor, then upload it to your Academic page.

6. Check the Review and Submit page.
   ▶ This page identifies any missing information or errors throughout your application.
   ▶ View this page frequently and thoroughly before you are ready to submit.
   ▶ We recommend submitting early to prevent last-minute technical difficulties.
   ▶ Submit your application even if a recommendation has not yet been submitted on your behalf, and encourage your recommender to submit as soon as possible.

QUESTIONS? Visit www.questbridge.org/AskQB or email questions@questbridge.org