COLLEGE PREP SCHOLARS PROGRAM
APPLICATION INSTRUCTIONS

1. **Create a QuestBridge account.**
   > Go to apply.questbridge.org and click on "Create an account."
   > Register with your personal email address (email addresses associated with a school may be blocked by a firewall).
   > Keep your password secure.

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

3. **Ask a teacher to write a recommendation for you.**
   > Be sure to give your teacher plenty of time (we suggest at least two weeks).
   > Register your teacher on the Recommendation page of your application. If your teacher does not receive an email from QuestBridge with instructions, ask them to contact us at educators@questbridge.org with your full name and QuestBridge ID number.

4. **Complete the College Prep Scholars Program application.**
   > The application includes writing exercises, as well as sections on academics, activities, and your family and financial background.
   > Fill out the Awards section of the application (note that consideration for 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 must also manually enter all current and future 11th grade courses on the Academic page.

   Standardized Test Scores (if taken)
   > If you have taken exams (PSAT, PreACT, SAT, ACT, 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.
   > Review 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 teacher to submit as soon as possible.