**COLLEGE APPLICATION CHECKLIST**

*Your application cannot be processed until this checklist is completed and attached to your application packet – to be followed IN ORDER!*

Student: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check one: \_\_\_ Paper application attached \_\_\_ Online application submitted

1. \_\_\_\_\_ Visit the college website where you intend to apply. All schools accept applications in one of three ways:
2. Common Application (If the school accepts the Common App, go to [www.commonapp.org](http://www.commonapp.org) to complete the application, and then send it to that school).
3. Online directly through the school website (undergraduate admissions).
4. Mail in application (can be printed off website).
5. \_\_\_\_\_ Complete the application and submit it. If you are applying via Common App, be sure to add your schools to the list on the Common App.
6. \_\_\_\_\_ Pick up a Request for Transcript form from the counseling office, but do not turn in until you have read Step 4.
7. \_\_\_\_\_ With a signed Request for Transcript form, your counselor will send your transcript and school profile. It is the students responsibility to alert the counselor if additional components are required as part of the application. All components of the application should be submitted together with the attached checklist.
8. \_\_\_\_\_ Turn in a Request for Transcript form to your counselor for EVERY school that you apply to. If you apply to 10 colleges, then you need 10 Request of Transcript forms. We cannot send a transcript without this release. Parents must sign the release if the student is under 18 years old. Allow
9. Letters of Recommendation:
10. First, look up each of your colleges to determine how many letters are required, if any.
11. Select those teachers (no more than 2-3 at MOST) that you know best. You should have at least one teacher. The other could be (if the college allows) an employer, advisor, counselor, etc. Whoever knows you best.
12. Allow 2 weeks and provide the recommender with an activity sheet.
13. Be sure that your teacher submits their recommendation only AFTER you have submitted your application to the college.
14. Be sure that your ACT/SAT scores have been sent to the college. You can send them by logging into [www.actstudent.org](http://www.actstudent.org) or [www.collegeboard.com](http://www.collegeboard.com). We do not send your scores.