

College Application Checklist

You **MUST** include a copy of this form with **EACH** college application you submit to your counselor.

To **GUARANTEE THE MEETING OF YOUR DEADLINE**, your counselor **MUST** receive your **COMPLETED APPLICATION** at least **15 WORKING DAYS PRIOR TO THE APPLICATION DEADLINE**.

Student Name: _____ Date: _____

Counselor Name: _____

College to which you are applying: _____

Admission Type/Deadlines:

____ Early Action/Notification Deadline Date: _____
____ Early Decision Deadline Date: _____
____ Regular Admission Deadline Date: _____
____ Rolling Admission

Application Fee: Amount: _____ Payment Method (circle): credit card/check/money order/fee waiver

I HAVE PERSONALLY MAILED OR SUBMITTED ELECTRONICALLY (check all that apply):

Application Package:

____ School-specific application: _____ Hard copy mailed _____ Applied online _____ Date
____ Common Application: _____ Applied online _____ Date
____ Essay _____ Activity Sheet
____ SAT/ACT Scores (you must arrange for scores to be sent directly from testing company)
____ College is test optional. Decided not to send scores.
____ Non-faculty recommendation from: _____
____ Other items or documents _____

I NEED MY COUNSELOR TO MAIL OR SUBMIT ELECTRONICALLY (check all that apply):

____ Transcript and Report Card _____ School Profile _____ Activity Sheet
____ Essay _____ Other _____
____ SAT/ACT Scores (IF YOU CHECK THIS, **ALL** SCORES WILL BE SENT)
____ Last date taken: _____ ACT _____ SAT
____ College is test optional. Decided not to send scores.

Educator Recommendations: How many total are needed: _____

____ Counselor recommendation (is this required for this college? ____ yes ____ no)

____ Teacher recommendations from: _____

____ Non-faculty recommendations from: _____

COUNSELOR USE ONLY:

Date Completed: _____

____ Sent through school mail
____ Given to student to mail
____ Sent through Naviance
____ Sent through US Mail