

College Application Checklist

_____ Application Part I/Common Application (required)

_____ Application Part II/Supplemental Application (if required)

_____ Secondary School Report/Counselor Report (all applications)

Complete the top part of the form, attach a Transcript Request Form, and give to either Mr. Prince or Mrs. Bilderback by the appropriate deadline.

_____ Transcript Request (all applications)

Submit with the Secondary School Report/Counselor Report to either Mr. Prince or Mrs. Bilderback.

_____ Teacher Recommendation (most applications)

At least four weeks prior to the deadline. Complete the top part of the form and sign the access waiver. Give to the writer in a manilla envelope (clearly marked in the upper left-hand corner with your name, the college's name, and the postmark deadline) along with a stamped, addressed (to the Admission Office) envelope.

_____ Teacher Recommendation (most applications)

At least four weeks prior to the deadline. Complete the top part of the form and sign the access waiver. Give to the writer in a manilla envelope (clearly marked in the upper left-hand corner with your name, the college's name, and the postmark deadline) along with a stamped, addressed (to the Admission Office) envelope.

_____ Supplemental Recommendation (optional)

At least four weeks prior to the deadline. Complete the top part of the form and sign the access waiver. Give to the writer in a manilla envelope (clearly marked in the upper left-hand corner with your name, the college's name, and the postmark deadline) along with a stamped, addressed (to the Admission Office) envelope.

_____ Standardized Test Scores (most applications)

Release appropriate standardized test scores (SAT/ACT/SAT II/AP) to the schools to which you are applying by contacting either the College Board or ACT.

_____ Essay(s)

Make certain to follow the school's guidelines for length, content, and format.

_____ FAFSA and School Specific Financial Aid Forms

Be aware that FAFSA and financial aid deadlines at each college may be different. Make certain to track deadlines carefully.

_____ Midyear Report Form (most applications)

Give to either Mr. Prince or Mrs. Bilderback at the time you submit your SSR and Transcript Request

_____ Application Fee

If the application fee poses a financial hardship, see Mr. Prince about the possibility of a fee waiver.