

College Application Check List

Get College Applications (below are different ways to get applications)

- _____ See Mrs. Strausser in the Counseling Office
 - _____ Visit Colleges/College Fairs
 - _____ Go online to the college homepage and click Admissions/Apply Now
- NOTE: Print out Counselor and Student Signature pages
Request a transcript from the Counseling Office

Begin to Complete College Applications

- _____ Use the "Cheat Sheet" for additional information needed for applications
- _____ Make a list of everything that you need (essays, letters of recommendation, required tests...SAT, ACT, SAT II, application fee)
- _____ See your Counselor with questions
- _____ Begin to Prepare Essays/Write/Revise (if required by college)
- _____ Ask teachers for Letters of Recommendation (if required by college)
Information/Request forms available in the Counseling Office
- _____ Make arrangements to pay application fees (by check or credit card)

Sending College Applications

- _____ Bring completed Application and/or materials to the Counseling Office
- Please Note: Completed Applications should have the following items:

- _____ Letter(s) of recommendation _____

- _____ Essay _____
- _____ Application Fee and/or knowledge that you have paid online
- _____ Transcript Request Form
- _____ List of School Activities (for the 1st Transcript Request only)
- _____ Mrs. Cooper will accept and mail applications when all items are collected and delivered to the Counseling Office

**PLEASE ALLOW 10 SCHOOL DAYS TO PROCESS A
TRANSCRIPT**