

College Application Checklist

Here are some general guidelines and suggestions to help you with the application process.

1. The General Application: Is all information accurate and legible? Don't leave questions blank unless the application allows it. Most colleges now prefer that you apply on-line.
2. Academic Transcripts: Request that your transcript be submitted.
3. Letters of Recommendation: Do you have the number of recommendations required? Also, check with the admissions office if they need to be sealed. Remember that not all colleges require letters.
4. Work Samples/Portfolios: Include your name, contact information and the project title on every item. Send copies, not originals.
5. Application Essays: Make sure your name, social security number, date of birth, contact information and essay title are on each page. Be original and remember to change college names around if you are sending your essay to more than one college.
6. Reply Cards: Include these for your prospective college to mail back to you as receipt of delivery. They should be stamped and self-addressed.
7. SAT/ACT Scores: If you need to send test scores to additional schools, contact the testing company immediately. SAT: www.collegeboard.com ACT: www.act.org Scores are mailed about three weeks after your request. Due to timing issues, I strongly recommend that seniors indicate where they want scores sent when they register for a test. This will save time.
8. Signatures: Before mailing, verify that all necessary forms have been signed.
9. Keep Copies: Create a file to hold copies of all documents in case you need to refer to them later.