

College Application Checklist

Below is a “**Check List**” of items typically needed when completing a college application. Once you have completed all of the necessary work on your part, turn all of those materials into the Guidance Office.

Applying using the paper application

- Completed Application
 - Essay (If Applicable)
 - Letters of Recommendation (If Applicable)
 - List of Activities (If Applicable)

- Have your ACT or SAT tests results sent to the schools you will be applying to.
 - Many colleges will accept SAT or ACT scores included on the transcript. Some colleges will want the test results sent directly from the test center.

- Secondary School Report/ Counselor Page
 - Some applications include a form that must be completed by a school counselor

- Complete a Transcript Request form.
 - Include the Transcript Request Fee
 - There is an addition cost if you want your transcript mailed

- Application Fee
 - Enclose the check or money order for the application.

Applying via the internet

- Complete the application over the internet

- Print out a copy for your own records.

- Complete a Transcript Request form. (Please enclose enough postage for mailing)
 - Include the Transcript Request Fee
 - There is an additional cost if you want your transcript mailed

- Have your ACT or SAT tests results sent to the schools you will be applying to.
 - Many colleges will accept SAT or ACT scores included on the transcript. Some colleges will want the test results sent directly from the test center.

- Secondary School Report/ Counselor Page (If Applicable)
 - Some applications include a form that must be completed by a school counselor. Please print this page and turn in with the “Transcript Request”