

## College Application Checklist

\_\_\_\_\_ Application for admission

An application must be filled out for every college whether it is a 2 year or 4 year school. Applications may be filled out online or by using a paper copy.

\*Common Application: 278 colleges utilize the common application. The purpose is to simplify the process when students are applying to multiple schools. One common application may be filled out and photocopied for all other schools. Some colleges will have an additional supplemental page that must be filled out in addition to the common application. To download application visit [www.commonapp.org](http://www.commonapp.org)

\_\_\_\_\_ Application fee

Most schools require an application fee. Schools may waive the fee if you apply online.

\_\_\_\_\_ Essay

Not every school will require an essay. If a school recommends an essay, an essay should be submitted. All seniors will write a college essay as part of their English class curriculum.

\_\_\_\_\_ Resume

A resume may be submitted with an application to highlight extracurricular and community service activities, leadership skills, awards and other areas.

\_\_\_\_\_ Letters of recommendation

Some schools require a letter of recommendation. The application will indicate how many letters they require. Letters may be written by teachers, counselors, administrators, coaches, boss, or community service coordinator. No relatives!! You must provide the person writing the letter with one month notice and a resume and personal profile.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

\_\_\_\_\_ Secondary School Report (must be filled out by counselor)

Some schools will require a secondary school report that must be filled out by a counselor. The secondary school report provides information about the high school the student is attending. Many times a counselor recommendation is also required.

\_\_\_\_\_ ACT

Schools require either the ACT or SAT. Check to see if the schools you are applying to require the essay portion and what their minimum or average ACT scores are for admission. ACT should be taken junior year and can be taken more than once.

\_\_\_\_\_ SAT

Schools require the SAT or ACT. Check the minimum or average SAT score for admission. SAT should be taken junior year and can be taken more than once.

\_\_\_\_\_ SAT II's

These are subject area tests. Not all schools require SAT II's. Colleges will vary on how many they recommend or require. The ideal times to take these tests are after you have completed the course. SAT II's should be taken junior year.

Subject 1. \_\_\_\_\_ Subject 2. \_\_\_\_\_ Subject 3. \_\_\_\_\_

\_\_\_\_\_ Interview

Interviews may be recommended or required. If they are recommended students should highly consider the interview. Many are scheduled junior year or in the beginning of their senior year. They can take place at the college or from alumni of the college at an area in you city.

\_\_\_\_\_ Transcript

An official transcript must be submitted with each application. Transcript request forms are located in the counseling center. Each transcript is \$2 and there is a 5 day waiting period. Transcripts will be sent from Peak to Peak directly to the colleges you apply to.

\_\_\_\_\_ Application for incoming freshman scholarships

Some colleges automatically consider all freshmen for scholarships when they apply for admission. If they do not students need to submit an additional application for incoming freshmen scholarships. Check with each school you are applying to.

\_\_\_\_\_ CSS Profile

The profile is a financial aid form that some schools require. Most schools do not require the profile.

\_\_\_\_\_ Auditions

Fine arts majors sometimes require an audition. Check with the school and the department you are interested in about audition locations and deadlines.

\_\_\_\_\_ Special Programs

If you plan to apply to a special program in college a separate applications may be required. For example if you are applying to be involved in a leadership program in college a separate application, interview, etc. may r\be required.

\_\_\_\_\_ Mid year report

Mid year reports are included in the common application and with several college applications. This is a report that indicates first semester grades. The college counselor will fill out this form and send to the colleges.

\_\_\_\_\_ Be aware of deadlines!!!

Be aware of all deadlines for Early Decision, Early Action, Priority Admissions, and Regular Decision.