

College Application Checklist

This form must be submitted with each college application a minimum of two weeks prior to the application deadline.

Student Name _____

College/University _____

Application Deadline _____

Financial Aid Deadline _____

Scholarship _____ Deadline _____

Student Responsibilities - Check the appropriate responses

- 1- ___ Include the completed paper application OR ___ Applied on-line date
- 2- ___ Attach application fee OR ___ include fee waiver OR ___ Sent on-line
- 3- ___ Include recommendation(s) How Many? ___
- 4- ___ Include counselor/secondary school report, if required
- 5- ___ Sent SAT/ACT scores to college
- 6- ___ Include resume
- 7- ___ Addressed envelope

Please submit completed application packet, by appointment only to your guidance counselor.

Counselor Responsibilities

- 1- ___ Completed counselor form/secondary school report, as required
- 2- ___ Include letter of recommendation, as needed
- 3- ___ Enclosed official transcript
- 4- ___ Date submitted by student _____
- 5- ___ Date Mailed _____