College Application Checklist

General

_____ Note application requirements and deadlines. Submit applications on time.

_____ Send SAT/ACT scores directly to college(s) from the testing companies.

_____ If a counselor recommendation letter is required, submit Autobiographical Sketch to counselor as soon as possible.

_____ Personally request letters of recommendation from recommender (counselor, teacher, coach, boss, or other). Provide a deadline, and follow up with recommenders.

_____ Pay application fee(s) or request fee waiver(s) from counselor.

Common App

_____ Enter counselor's contact information in the general profile AND the recommender section.

_____ Enter recommender's contact information in the recommender section. Assign recommender to college(s).

_____ **Check that counselor/recommenders have received email notifications of requests.**

Other Application Methods

_____ Create a college-specific application account and enter counselor's information for submitting school reports.

_____ When applicable, create a Parchment account and order documents to be sent.

_____ When applicable, check that counselor/recommender has received notification of your requests.

Request deadlines:

Oct 14 for Nov 1 deadline

Dec 1 for Jan 1 deadline

** When using the Common App to apply to colleges, you must check with your counselor after entering her information to be sure everything went through correctly. Stop by her office, or send her an email asking if she received the notification email. If you enter her information incorrectly, she will not know that you need something, and it will not get done. This is a very important step; do not leave it undone.**