

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 Main 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. (Please enclose enough postage for mailing)
 - Include the \$2.00 Transcript Request Fee

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

Applying via the internet

- When you have completed 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 \$2.00 Transcript Request Fee

- 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 Form.”