

Admissions Application Checklist

Fill out this checklist for each college application.

- Application form (specific to the college or common form)
 - Completed
 - Proofread

- High School Transcripts
 - Use a pink form for each request (found in the office)
 - Official transcript sent by the high school office
 - Attended more than one high school? Get transcripts from each one

- Personal Essay
 - Write at least two drafts of your essay
 - Proofread
 - Read for clarity

- Test Scores
 - ACT
 - SAT

- Letters of Recommendation
 - Check how many each school requires
 - Use forms if they are provided by universities
 - Make personal requests, and follow with a red teacher recommendation form
 - Send thank-you notes to writers

- Application Fee
 - Non-refundable check