

## College Application Package Checklist

**Every time you want to send an application, check to be sure you have completed ALL the following parts and return them to Guidance AT LEAST ONE WEEK BEFORE YOUR MAILING DEADLINE.**

College 1	College 2	College 3	College 4	College 5	
					<b>Transcript release</b> You need <b>ONE FOR EVERY APPLICATION</b> that requests a transcript.
					<b>The application</b> Get it from guidance, through the mail or on-line. Even if you send it on-line, you need to tell your counselor, and complete all the other parts of the package.
					<b>Test Scores: SAT, SAT II, ACT</b> YOU ARE RESPONSIBLE for contacting the agency to have your scores sent to every college.
					<b>Essay</b> Nearly every school wants this.
					<b>Resume</b> This is optional, but very desirable.
					<b>Counselor recommendation</b> Nearly every school wants this.
					<b>School report form</b> Give this to your counselor after filling out your part.
					<b>Teacher recommendation</b> Many schools want one, two, or three.
					<b>Teacher recommendation form</b> Give to your teacher after filling out your part.
					<b>Portfolio or audition tape</b> Only if required, but make sure you know if it is.
					<b>Fee</b> Check or money order – never cash – or on-line with a credit card
					<b>Senior Data Sheet - for counselor only</b>