

## College/Scholarship Application Checklist

In order to better serve you and ensure that your college or scholarship application is processed accurately and efficiently, please include a copy of this form as a cover page with each college or scholarship application brought to the Guidance Office. Please be aware of college and scholarship deadlines, as we must receive your completed application 48 hours prior to the mailing deadline. Completed applications are those that require no other paperwork to be filled out by the Guidance Office other than attaching a transcript. If the application requires other information to be filled out by the counselor, allow 5 working days for a form and at least 2 weeks for a new letter of recommendation.

**Student:** \_\_\_\_\_ **Counselor: Sheahen/Finn (Circle One)**  
**Date submitted to Guidance Office:** \_\_\_\_\_ **Application Deadline:** \_\_\_\_\_  
**College or Scholarship to which you are applying:** \_\_\_\_\_

### Check off the appropriate spaces:

\_\_\_\_\_ My portion of this application is complete and attached. Please include the following items with my application: (Check items that are required/attached)      **or**      \_\_\_\_\_ I applied online. Please send the following items to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ 1. Transcript, includes standardized test scores (ACT and SAT)

\_\_\_\_\_ 2. Counselor Recommendation

\_\_\_\_\_ Activity, Data and Parent Brag Forms attached. (Required if Counselor has not written a letter previously for you.)

\_\_\_\_\_ Form from college application attached.

\_\_\_\_\_ Counselor wrote letter previously.

\_\_\_\_\_ 3. Attached teacher/non-faculty recommendations to include:

\_\_\_\_\_

If they are not attached, will they be sent to GO or will teachers send them directly to the college? \_\_\_\_\_

\_\_\_\_\_ 4. Resume/Activity List

\_\_\_\_\_ 5. Essay

\_\_\_\_\_ 6. Payment included: \_\_\_\_\_ Check      \_\_\_\_\_ Credit Card      \_\_\_\_\_ Fee Waiver  
\_\_\_\_\_ Other (Please explain): \_\_\_\_\_

\_\_\_\_\_ 7. Other: \_\_\_\_\_

**Date college information was mailed by the Guidance Office:** \_\_\_\_\_ **Initials:** \_\_\_\_\_