

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/Thiell (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: _____
_____ I applied online. Please send the following items to this address:

(Check items that are needed and/or attached)

_____ 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:** _____