

GLEN ROCK HIGH SCHOOL

Guidance Department



COLLEGE APPLICATION CHECKLIST

When you fill out your applications, you are *'selling yourself'* to colleges. The information which you send to colleges and the manner in which you offer that information may be crucial to your acceptances. For that reason, it is important that the greatest care be given to the preparation of your college application.

A. COLLEGE APPLICATIONS

- _____ 1. Contact the colleges of your choice, or utilize their websites when requesting or accessing application forms. If you are applying for financial aid, also request and/or download financial aid forms.
- _____ 2. Fill in all forms neatly and accurately, and remember to save all data when working with on-line sources. Always prepare a rough draft of both applications and essays beforehand and ask teachers, counselors, and parents for assistance with editing. Recheck all spelling, grammar, and punctuation. Remember, your application presents a "picture" of you to the admissions committee.
- _____ 3. If you have difficulty completing the applications, ask your counselor for help. Also, ask a parent or family member to review all application materials.
- _____ 4. *IMPORTANT:* If using an on-line application *always* print out a hard copy of the application for your records *BEFORE* your final submission. Be alert for a confirmation email or receipt, and retain this for your records. If a confirmation is not provided, contact the school(s) immediately to confirm that your on-line application was received.

B. TRANSCRIPT REQUESTS

- _____ 5. Have a parent/guardian sign the "Blanket Authorization Form" and file it with the Guidance Department prior to bringing in your first application for processing.
- _____ 6. Each time you apply to a **non-eDocs** college, complete the *goldenrod* Transcript Request Form, found in the Guidance Office or in the Naviance Document Library, which authorizes the release of your records to the institution you have indicated. Be sure to complete this form accurately—the complete name and address of each college/university *MUST* be printed clearly.
- _____ 7. Bring six (6) FOREVER first class stamps along with each non-eDocs application and Transcript Request Form. The Guidance Department will provide a mailing envelope. **PLEASE DO NOT FOLD ANY APPLICATION MATERIALS!**

C. RECOMMENDATIONS

- _____ 8. Your counselor will write a letter of recommendation for you. It is important that you provide your counselor with additional information; complete a *Senior Brag Sheet*, a *Parent Brag Sheet*, and an *Activity Resume*, which will assist you and your counselor in this endeavor.
- _____ 9. Request letters of recommendation from teachers. You must complete the *Request for Letter of Recommendation Form* and give the form to the appropriate teachers, who in turn will upload your recommendation letter(s) into Naviance. Many colleges also have special/unique recommendation forms for counselors and teachers. It is your responsibility to request teacher recommendations and to get all pertinent forms to your teachers and Guidance Counselor **AT LEAST TWO WEEKS PRIOR TO ANY DEADLINE.**

D. REPORTING PARTICIPATION IN ACTIVITIES/ATHLETICS

- _____ 10. Extracurricular participation should be communicated to colleges on an *Activity Resume*.
- _____ 11. If you are planning to play collegiate athletics at the Division I or Division II levels, you must register online at the NCAA Eligibility Center and request that your transcript be sent to them at the end of your junior year.

E. COLLEGE ENTRANCE TESTING

- _____ 12. If any of the colleges of your choice require senior year SAT/ACT tests, make sure to register as early as possible. For all SAT matters, refer to the College Board website www.collegeboard.com. For all ACT matters, refer to the ACT website at www.ACT.org.
- _____ 13. If SAT II Subject tests are required by your college of choice, check the college website and/or admissions office to determine which test(s) must be taken and the **PREFERRED** date. Then **REGISTER** for the test date(s) by published deadlines.
- _____ 14. **IN ALL CIRCUMSTANCES, it is the student's responsibility to have "official" SAT and ACT scores sent to the colleges by contacting College Board and ACT.**

F. FINAL DETAILS

- _____ 15. Regularly update your Naviance account, and inform your counselor of *all* college outcomes (acceptances, wait-lists, deferrals, and denials).
- _____ 16. Advise your counselor of your final college choice by filling out the Graduation Survey in Naviance.
- _____ 17. Notify **IN WRITING** those colleges, to which you have been accepted, but are **NOT** planning to attend. Thank them for their consideration/acceptance.

ADDITIONAL NOTES

- CAREFULLY read all instructions regarding your application materials;
- STRICTLY adhere to all DEADLINES stated by the college and by the Guidance Department in regard to transcript mailing;
- Photocopy everything that you send to the colleges and keep a complete file of all documents, as well as the college instructions and all aforementioned forms.
- Stay organized and focused and this process will go smoothly.

GOOD LUCK!