

# COLLEGE APPLICATION CHECKLIST

## Application Materials

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- **Application** – Common App or Institutional Application
- **Official School Documents (like your transcript)** –

**Transcript** - When you move a college to your Applied List, your College Advisor is notified. From that point, the College Advising Team will be in touch if more information is needed (like your Brag Sheets, FERPA Waivers, Teacher Rec. Form).

**Letters of Recommendation** – if letters are required for an application(s), pick up and return Teacher Recommendation Form (it's yellow) to College Advising Office.

**Secondary School Report and/or Counselor Evaluation** – turn in Parent and Student Brag Sheets.

- **Standardized Test Scores** – you are responsible for sending your test scores through ACT and/or College Board, unless you are applying as Test-Optional.

## Deadlines

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<u>If the application is due to the college by ...</u>	<u>Then you should submit your application and notify the College Advisors by ...</u>
October 15, 2022	September 23, 2022
November 1, 2022	October 11, 2022
November 15, 2022	October 24, 2022
December 1, 2022	November 9, 2022
December 15, 2022	November 28, 2022
Before January 15, 2023	December 1, 2022

## You might also need to know ...

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**Early Decision (ED).** If you are applying ED, then you, a parent, and your college advisor will need to sign the ED agreement. This may be done digitally in Scoir. ED contracts can be initiated from the 'My Colleges' list.

**Outside recommendations.** Not required; but, may be included with school materials sent by College Advising office. Outside recommender should send letter to us via e-mail.

**Application status check.** You are responsible for making sure all required materials have been received by the college. You may do this by checking e-mail, your applicant portal **and** Scoir.

*You aren't alone in this process! Please remember we are here to help you through the application process. We can help with any problems or questions, but look forward to hearing the good news you receive from colleges, too!*

– Your College Advisors, Mrs. Svetlay & Mrs. Voltz