

# College Application Checklist

*A checklist must be completed for each and every application you submit, whether on-line or on paper.*

Student Name \_\_\_\_\_ College/Scholarship Name \_\_\_\_\_

College/Scholarship Deadline \_\_\_\_\_ Admission Type:  Regular  Early Action  Early Decision  
*Circle one: Postmarked Received by*

## Application Materials Submitted

Application (Check here if Common App used. <input type="checkbox"/> ):	Attached <input type="checkbox"/>	Completed On-Line <input type="checkbox"/>	
Application fee (Check here if no fee. <input type="checkbox"/> ):	Attached <input type="checkbox"/>	Completed On-Line <input type="checkbox"/>	
Resume/Activities List:	Attached <input type="checkbox"/>	Completed On-Line <input type="checkbox"/>	Not Necessary <input type="checkbox"/>
Essay(s):	Attached <input type="checkbox"/>	Completed On-Line <input type="checkbox"/>	Not Necessary <input type="checkbox"/>
Secondary School Report/Counselor Rec:	Attached <input type="checkbox"/>	Completed On-Line <input type="checkbox"/>	Not Necessary <input type="checkbox"/>
Midyear Report:	Attached <input type="checkbox"/>	Completed On-Line <input type="checkbox"/>	Not Necessary <input type="checkbox"/>
Other: _____	Attached <input type="checkbox"/>	Completed On-Line <input type="checkbox"/>	
Other: _____	Attached <input type="checkbox"/>	Completed On-Line <input type="checkbox"/>	

## Application Materials Required (Check all that pertain)

<input type="checkbox"/> Transcript & Unofficial test scores*	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Secondary School Report/Counselor Recommendation	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Midyear Report	

*\*Colleges require ACT/SAT scores be sent officially from the testing agency.*

## Teacher Recommendations

If your application requires recommendations from a teacher, please indicate which teachers you have provided with a teacher recommendation form and indicate whether the application specifies it to be in letter format or on a pre-printed form provided by the college.

Teacher	Date Requested	Letter (L)/ Pre-Printed Form (F)

### Please answer the following questions.

Is there anything you should have provided that is not attached to this checklist?  Yes  No  
 If yes, please explain on back.

Have you ever been suspended from CHS? If yes, please explain on back.  Yes  No

**Reminders:** 1) Check over your application carefully before submitting.  
 2) Make a copy of your application for your files.

Student's Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

OFFICE USE ONLY.

Counselor mailed application on \_\_\_\_\_ (date).

Counselor Notes:

Loaded on Naviance \_\_\_\_\_ (date).