

MY PERSONAL COLLEGE APPLICATION PROCESSING CHECKLIST

Transcript:

- Reviewed and initialed a copy of my **transcript** and returned to the Counseling Office

Tests:

- Registered and took the **SAT and/or ACT** (and SAT II's where applicable)
Dates taken: ACT _____ SAT _____ SAT II _____
- Ordered SAT/ACT test scores from collegeboard.com and/or act.org to be sent directly to colleges.

Letters of recommendation:

- Completed "**Student Self Evaluation**" on Naviance website.
- Signed up to **schedule meeting(s)** with my counselor to discuss letter of recommendation/application process (*look for posting outside your counselor's office; **required before letter is written and applications are sent***).
- Contacted individuals** to ask for letters of recommendation.
Teacher #1 _____ Teacher #2 _____
Outside source letters should be submitted directly to the college by the preparer. Provide outside source recommender with a self addressed, stamped envelope.
- Added teachers' names on Naviance website so that they will receive an invitation to complete letter of recommendation and any common app teacher forms where applicable. *Required before teacher letters can be sent* – Appears on "Colleges" tab.
- Completed FERPA agreement on Naviance website (**No applications will be mailed without this form completed and signed.**)
- Distributed to teachers any teacher evaluation forms specific to colleges where I am not using the common application (Teacher Common App forms are already on Naviance.)
- Wrote **thank you notes** to authors of letters of recommendation.

Visits:

- Met with college admissions representatives in Fall here at Mercy in the Counseling Library.
- Traveled to visit campuses I am most interested in.
- Scheduled interviews when applicable.

Essay(s):

- Determined how many essays I need to write based on where I have decided to apply and what application I am using.
- Completed first draft of my essay(s).
- Included my name, university ID (if available) and e-mail address on top of each page of my resume.
- Had essay(s) reviewed by my English teacher or other qualified individual.
- Completed final draft of essay.
- Made copies of my essays** for each application/submit on-line/copy onto CD or thumb drive.
- Submitted essay as attachment with on-line application. Counseling department is NOT responsible for sending essays electronically.

If you are planning to include an activity resume:

- Initial draft of activity resume completed.
- Included name, university ID (if available) and e-mail address on top of each page of my resume.
- Had draft of activity resume reviewed by my Counselor Date: _____ Initial _____
- Final activity resume is completed. Submitted as attachment with on-line application. Counseling department is NOT responsible for sending resumes electronically.

The application(s):

- Decided how I will apply to each college - online, paper application, common application.
- Completed Common Application registration on-line at www.commonapp.org **Make sure you completed supplemental forms if required by the college.**
- Completed the blue or orange Transcript Request form (including my signature) for each application (Attach any college specific signed transcript release forms).
- If you are submitting application via mail (use blue transcript request form), pick up a brown envelope and blue postcard in the counseling library; address envelope and complete the top two lines on blue postcard (include both with each application). *If you are using the university's application and not the common app, the transcript and letters of recommendation will need to be submitted by mail through the counseling office – even if you have submitted your materials electronically.*
- Checked to see if **1st Quarter grades** are required by the college; if yes – (Completed form that was emailed to you via Naviance in December).
- Completed on-line or turned in **midyear reports** to my counselor. (Forms distributed via Naviance in January).

For my records:

- Made copies of all applications and attachments** included with each application.
- Printed out any online applications that I have sent

The Counseling Office will send the following documents to the designated college upon receipt of the completed Transcript Request & College Application form and Naviance requests:

- Official Transcript
- Counselor letter of recommendation and secondary school report forms
- Teacher(s) letter of recommendation and teacher evaluation related forms
- School Profile

High School/CEEB code: 334845

Reminder: The Counseling Office requires up to a 3-week processing period (15 school days) from the date your Transcript Request Forms are received in our office. If you have a January 1 deadline, we request that you submit your Transcript Request & College Application form and Naviance requests **NO LATER THAN November 20th. You do not have to turn in all of your application materials at the same time. You may use the time between the submission date and the application deadline to finish your pieces (essay, resume, etc.) of the applications.**