

Application Checklist

Here's the list of documentation you'll include. **Include the Common App student ID number on any hard copy documents.**

Print this page for each application and check items off as you compile your application

Hard Copies to Mail

	Counselor School Report. Make sure your school has sent this. Homeschool parents, have your child print this from the My Colleges >> Recommendations and FERPA screen
	Transcript – Signed and Dated. Make sure your school has sent it. Homeschool parents, sign and date the transcript, and give yourself the title of Administrator or Principal
	Course Descriptions
	Reading List
	Writing Sample
	Teacher Recommendation
	Activities Resume
	Personal Recommendation – Character or Skill, Map to Focus of Activities Resume
	Personal Recommendation – Character or Skill, Map to Focus of Activities Resume
	Personal Recommendation – Character or Skill, Map to Focus of Activities Resume

For Homeschooled Students

	Formal Cover Letter – 3 or 4 sentences, thank you for the opp to apply, student sign it
	Homeschool Philosophy Statement

Testing

Ensure that your SAT and ACT scores are sent directly to the schools you plan to apply to. Testing agencies send scores 2x a month. Many schools do not accept expedited scores. **Have these scores sent at least 4 weeks before the application deadline.**

Recommendations & Nominations

Provide recommenders at least two weeks notice to complete the recommendation process.

You will have to track this and follow up with recommenders. Ask for multiple signed copies, one for each school and a couple extras for scholarship purposes. Keep a copy to photocopy if needed.

Common Application Online

	Add Schools to your Application
	Common App Sections
	1 Common App Essay
	School-Specific Sections
	- Additional Questions
	- Recommendations Submitted Online
	- Writing Supplements If Required (Generally pay the app fee and submit the app before submitting writing supplement)

CONTINUED ON THE NEXT PAGE >>>



Scholarships

Get the Common App done, submitted, and out of the way quickly because you'll be adding to the writing workload if you choose to compete for scholarships. You'll generally have to get all the Common App AND scholarship application requirements submitted to the colleges by the early action deadline for each school.