

Name: _____ Please Print!



College Application Checklist-Online Applications

THIS CHECKLIST **MUST BE ATTACHED TO THE FRONT OF EVERY 8.5 x 11" COLLEGE APPLICATION MANILLA ENVELOPE THAT WILL BE ADDRESSED TO THE COLLEGE'S UNDERGRADUATE ADMISSION OFFICE.** YOU CAN USE THIS CHECKLIST AS A REMINDER OF WHAT IS DUE. YOU CAN MODIFY THIS FORM TO SUIT YOUR INDIVIDUAL NEEDS SUCH AS SPECIAL TALENT, AUDITION OR PORTFOLIO REQUIREMENTS.
N.B. INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED BY THE COLLEGE OFFICE. ALL REQUIRED MATERIAL MUST BE PRESENT!

Name of College or University: _____

City: _____ State: _____ Are you using the Common Application? _____

Major (or undecided): _____

Division (College of Arts & Sciences, etc.): _____

Deadline for application: _____

I have completed and sent my online application on the following date: _____

I have applied via the following admission option (Rolling, Regular Decision, Early Decision, Early Action, Restrictive Early Action): _____

I HAVE INCLUDED THE FOLLOWING ITEMS IN THE ENVELOPE (please check)

Supplemental Application (if required) _____

Activity Résumé _____

Essay (s) _____

Payment (check, money order, credit card) _____

I HAVE FORWARDED MY STANDARDIZED TESTS TO THE COLLEGE VIA www.collegeboard.com and/or www.actstudent.org (please check)

SAT Reasoning Test, Date Sent _____

SAT Subject Tests, Date Sent _____

ACT, Date Sent _____

Or, are you applying via a "Test Optional" program? Yes or No (please circle)

Name: _____ Please Print!

ADDITIONAL INFORMATION

Recommendation Letters

- Are recommendation letters required? Yes or No (please circle)
- How many recommendation letters are required? _____
- Which teachers have you asked to write letters of recommendation for you?

- Are Teacher Evaluation forms required? Yes or No (please circle). If Yes, have you submitted the Teacher Evaluation form to your teachers to complete? Yes or No (please circle).
- Is a counselor recommendation required? Yes or No (please circle). If so, have you included a Secondary School report in this envelope? Yes or No (please circle)
- **N.B.** All Teacher Evaluation and Secondary School Report forms must be partially completed by the student (top half)!

Student Signature _____

Date _____

Applicant's Waiver of Right to Access to Confidential Information

I hereby freely and voluntarily waive my right of access to any information contained within my recommendation letters. I agree that my letters of recommendation shall remain confidential.

Student Signature _____

Date _____

Under the provisions of the Family Educational Rights Act of 1974, the student named above has the right to review his/her educational records. The student may waive his/her rights to access of letters of recommendation by signing the statement above.

For College Center Use Only:

Date submitted to the College Center _____

Signature _____

Date application mailed by the College Center _____

Signature _____