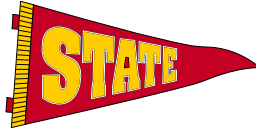


Name: \_\_\_\_\_ Please Print!



### College Application Checklist-Paper 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 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)**

Application (including all required signatures) \_\_\_\_\_

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](http://www.collegeboard.com) and/or [www.actstudent.org](http://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* \_\_\_\_\_