



ADMISSION APPLICATION CHECKLIST

It's important to gather all of the information you'll need *before* you begin the application process. In order for you to be well-prepared on College Application Day, review the following list for items you'll need to complete most college admission applications.

TIP: *A good way to ensure you have all of the biographical information you'll need is to print off a copy of your selected college's application and fill it out on paper before applying online. Keep a copy of your "practice application" in a safe place so you'll have it handy when you need it. Email addresses are often hard to read!*

- Your own biographical information.** Colleges will ask you questions like name, address, valid email address, telephone number, etc. You must know your Social Security number! If you don't have it memorized, be sure to bring it with you on College Application Day. You'll also need it when you fill out your Free Application for Federal Student Aid (FAFSA).
- Your parents' biographical information.** Because you're still considered a minor, colleges need to know about your parents when you apply. Be sure to know where they work and whether they went to college. If they did go to college, ask them how many years they completed. Valid email addresses and phone numbers for your parents are also necessary.
- ACT/SAT score.** A college uses your ACT or SAT score to determine how prepared you are to attend their school. Be sure to have a copy of your highest or most recent score with you on College Application Day. If you need a copy of your report, your school counselor can help you get it.
- High school transcript.** Colleges need to review the work you've done in high school. Be sure to have your school counselor send your college an official copy of your transcript. (**Note:** If your ACT or SAT score is printed on your transcript, you may not have to submit your test score separately.)
- College résumé.** College résumés are a great way to illustrate how active you are in clubs, organizations and your community. Have yours created, edited and on hand the day you submit your college application(s).



- ❑ **College admission essay.** Many colleges evaluate students' writing abilities by requiring a college admission essay with their application. Never submit a college essay unless you've revised it and had someone you trust (a parent, peer, teacher or counselor) read it and give you feedback. You want this to be an example of your best work, so make sure it's polished!

TIP: Because you'll need your college résumé and admission essay on hand when you submit your application online, you may want to save both documents to a thumb drive to bring with you on College Application Day.

- ❑ **Letters of Recommendation.** Many colleges ask for letters of recommendation to learn more about you. Choose people whom you trust and feel confident can say great things about you, such as your school counselor or a favorite teacher. Don't ask a family member, since most schools want these letters to be from someone who isn't related to you. Be sure to give your references plenty of time to write and submit your letters before your application deadline. It is also wise to provide them with a copy of your college résumé so they can cite specific things you've done in your high school career.
- ❑ **Payment.** Some colleges still require an application fee even if you apply online. When you arrive on College Application Day, be sure to have a method of payment, such as a credit card number, for your application fee. You can find out how much the fee is by checking the school's website. If you are having problems with the admission application fee, please see your school counselor for options.

