

College Application Process Checklist

Preliminary Work (Preferably completed by September, October, but not later than November.)

- _____ 1. I have researched colleges (Online, Career Center, or personally) and made selections based on my personal ACT/SAT scores or other acceptable scores allowed by the college, GPA, other admissions requirements, majors, cost, size, housing needs, family contributions, etc.
- _____ 2. I have taken the SAT or ACT for the last time. I have used the (CEEB) High School Code of 113160 when registering. I have asked the SAT/ ACT to send my scores to the colleges of my choice.
- _____ 3. I have collected my applications either by visiting the Career Center to determine the availability there, by writing or calling the colleges of my choice to request applications, or by researching to see if applications are available online.

Completion of Applications (Completed by November or December unless early decision.)

- _____ 1. I have noticed the deadlines on the college applications. I am aware that even if some have January 1 or February 1 deadlines, my counselor recommends that I apply before Christmas/ Winter Holidays.
- _____ 2. Even though WRHS will send my SAT scores with my paper transcript if they are sent to us in time, I realize that this is insufficient for most colleges. I have asked the College Board or ACT to send my official scores of the SAT/ACT directly to my college choices in enough time for them to arrive before the application deadline.
- _____ 3. I have completed my applications as far as I can personally. They have been typed online or completed neatly in black or blue ink, are legible and have been proofed. If I complete my application online, I have printed a copy before submitting it or a copy of the verification page.
- _____ 4. If there is a short portion (blanks or school information) of the college application that I need my counselor to complete, I have given it to her at least 5 working days before the Friday that it needs to be mailed.
- _____ 5. If there is a longer portion of the college application (i.e. written paragraphs or recommendation) that I need my counselor to complete, I have completed a resume and given it in addition to any forms to my counselor at least 2 weeks in advance before they are due.
- _____ 6. If there is a requirement for a teacher recommendation for this college application, I have requested this from my teacher(s) at least two weeks before it is due. I know that it is my responsibility to go back and check to see if the teacher has completed the recommendation, pick it up and attach it to my application package.
- _____ 7. If an essay was part of my application, I have written, proofed and attached it.
- _____ 8. I have requested a transcript by signing up on the clipboard at the front office desk which is there Monday- Wednesday of each week. I realize that I may pick that up from Mrs. Gore the Thursday following my request. I will bring a \$2.00 (for envelope, printing, etc.) for each transcript that I am requesting. I realize that I must leave it sealed if it is to be considered "official." I realize that it is my responsibility to mail the application. I may choose to send my transcript electronically if it is a Georgia school.
- _____ 9. I have double checked to see if I have all of the parts of my college application (see above) and a transcript. I have attached the application fee to the application. If I applied and paid online, I realize that it would be best for me to mail my transcript with a confirmation sheet of having applied online or a copy of my online application.
- _____ 10. I realize that if I have questions about the application process, that I can make an appointment with Ms. Watters through Ms. Chandler, the counselor's secretary.