

# Using your College Application Checklist

## **A few things to remember:**

A Checklist should be filled out for every college application you fill out.

Ask teachers for letters of recommendation before you hand in your application, give them some time to write you a good recommendation!

Give yourself time – check deadlines for each application.

This is a way to keep the college application process simple and organized, if you have questions please come see me – Mrs. Judge in the guidance office.

## **The checklist:**

**Item 1.** You should fill out your application completely. Some applications have a section for your counselor to fill out, please bring that when you bring your application and checklist to guidance.

Some applications also have teacher recommendation forms. These need to be filled out instead of or in addition to sending a letter of recommendation – double check the directions!

If you applied **online**, don't forget to check the **box on the right** in Item 1.

**Item 2.** The application should tell you who to make your check out to, usually the college or the Admissions Dept. at the college. If you paid **online** with a credit card, don't forget to check the box **on the right** side of the page in Item 2. Check with guidance to see if you are eligible for fee waivers.

**Item 3.** Please write down the teachers' name(s) whom you asked for letters of recommendation. You should also have given them the Student Information form included in this packet. Letters of recommendation should come back to Mrs. Judge in Guidance.

The number of letters you need will vary from school to school. Some don't require them at all (like Penn State). Double check the application.

**Item 4.** The essay is your chance to express yourself and show admissions what they don't see in your application. Think about what you want them to know that's not on your transcript. Some schools do not require essays, some may require more than one. Check to make sure!

**Item 5.** *SAT scores must be sent to colleges directly from Collegeboard.* You can do this by logging onto *collegeboard.com* (you should have an account if you registered for the SAT's online) and selecting the schools you want your scores sent to. Remember, you can send your scores to **4** colleges **FREE** when you register for the SAT's. To send to **additional schools or send past scores**, there is a **fee of \$9.50**. Don't forget, you must *send your scores before you check this off your list* and hand in your application!

**Item 6.** Your Application Checklist also acts as your Transcript Release form. By signing this you and/or your parent/guardian give the school permission to send your transcript to a college. If you are **under 18 years** old a **parent signature** is required! Your PA Secure ID is included on your transcript. This ID number is assigned by the PA Dept. of Education. It uniquely identifies you for testing and data collection purposes and eliminates the use of social security numbers on school documents. Only your school district has your PA Secure ID, so signing this release means that colleges will also receive this number. Your PSSA scores from 11<sup>th</sup> grade are also included on your transcript. If you do not want these scores included you must bring in a parent signed letter stating that PSSA scores should not be included on your transcript.

**If you have any additional questions or concerns please make an appointment to see me. If your parents would like to contact me with questions I can be reached at ext. 121 or by email: [ajudge@riversidesd.com](mailto:ajudge@riversidesd.com).**