

# College Application Checklist

- **Step 1           Take Standardized Tests**  
Take the either the SAT or ACT, and any SAT II's that may be required by particular schools. Stay informed of the upcoming deadlines for October test dates. Register online at: [www.collegeboard.com](http://www.collegeboard.com) and [www.actstudent.org](http://www.actstudent.org) . Fee waivers are available if you cannot afford to pay for the test. See Ms. Hammond-Davis in the Career Center for details.
  
- **Step 2           Submit Forms in the Gladiator Packet**  
Submit the necessary information from the Gladiator Packet to Ms. Kahn in the Registrar's Office. The 3 documents we need back are: Student Self-Evaluation, Parent Questionnaire, Release of Records form. Failure to complete this step will delay the processing of your transcript request in step 7.
  
- **Step 3           Where Are You Applying?**  
Identify what colleges you are applying to. Become familiar with the applications and deadlines.
  
- **Step 4           Collect College Applications**  
Start gathering college applications and familiarize yourself with their deadlines. Review any on-line applications you plan to send out and request any paper applications that you may need. See Ms. Hammond-Davis in the Career Center if you need assistance in locating applications and filling them out.
  
- **Step 5           Requests Letters of Recommendation from Teachers**  
Submit requests for letters of recommendation to your teachers. See the *Senior Moments* packet for more information on this process.
  
- **Step 6           Submit the Application**  
Submit the student portion of the college application. Fee waivers are available for certain college applications. See Ms. Hammond-Davis for more details on waivers. Perfect your essays, and ALWAYS have someone proofread your work before you submit it to the colleges. Remember to download any Secondary School Reports if the school requires that these forms be submitted by the counselor.
  
- **Step 7           Request Transcripts and/or Counselor Letter of Recommendation**  
Requests for transcripts and/or counselor letters of recommendation are processed through Ms. Kahn. Requests will only be accepted if the student has COMPLETED step 2. Transcripts will take 20 school days to process. Remember to include your Secondary School Reports, Mid-Year reports, and addressed and postmarked envelopes when turning in your transcript request to Ms. Kahn. *Please refer to the Senior Moments packet for more detailed information about this process.*