

College Application Organization Chart

Name _____

Date _____

College, University or Program & Major	App. Deadline	Does the school use the Common App?	Is a Counselor Rec. Letter Required? *	# of Rec. Letters Needed **	SAT/ACT and/or SAT II Subject Tests required?	Transcript Requested?	App. Packet Submitted?

- * If using common app, provide your counselor with the school report form
- ** If using common app, provide your teacher with the teacher evaluation form.

Additional Info to Gather:

What is the application cost? Is it free or reduced if you submit the application online?

Is the application deadline a postmark date or a received by date?

What financial aid applications are required? (CSS financial profile, FAFSA, School form?)

Are there any forms for guidance or letter writers to fill out?

Some schools will have a mid-year report and/or a school report form that must be filled out by your counselor. If this is the case, you should fill out all of your personal information on the form(s) and include the form(s) with your envelope packet and transcript request that you submit to guidance.

Also, some schools have teacher or evaluator forms that should be filled out by a teacher or other person writing a letter of recommendation. If this is the case, you should fill out all of your personal information on the form(s) and give the form to the guidance secretary or your counselor. Remember, once you get your letter; bring it to guidance so we can keep it on file to send with all your college applications and scholarship applications in the spring.

Do you have to include a corrected school assignments as part of your application packet?

If yes, Make sure to include the original assignment as part of the packet.

If filling out the Common Application, are there any supplements you need to complete?