

## MY PERSONAL COLLEGE APPLICATION PROCESSING CHECKLIST - 2011/2012

### Transcript:

- Reviewed and initialed a copy of my **transcript** and returned to the counseling office  
(Please return by Monday, September 12<sup>th</sup>)

### Tests:

- Registered and took the **SAT and/or ACT** (and SAT II's where applicable)  
Dates taken \_\_\_\_\_
- Ordered SAT/ACT test scores directly from collegeboard.com and/or act.org

### Letters of recommendation:

- Completed “**Senior College Questionnaire**” on Naviance website *by September 16<sup>th</sup>*
- Signed up to **schedule meeting(s)** with my counselor to discuss letter of recommendation/  
application process (*look for posting outside your counselor's office; **required before letter is written and applications are sent***).
- Contacted individuals** to ask for letters of recommendation  
\_\_\_\_\_ Teacher #1 \_\_\_\_\_ Teacher #2 \_\_\_\_\_  
Outside source letters should be submitted directly to the college by the preparer. Provide  
outside source recommender with a self addressed, stamped envelope.
- Included teachers' names on Naviance website so that they will receive an invitation to  
complete common app teacher forms where applicable
- Turned in **blue teacher recommendation confirmation forms** to Mrs. Pagano
- Completed FERPA agreement on Naviance website (*No applications will be mailed without  
this form completed and signed*)
- Distributed to teachers any teacher evaluation forms specific to colleges where you are not  
using the common application (Teacher Common App forms are already on Naviance.)
- Wrote **thank you notes** to authors of letters of recommendation

### Visits:

- Signed-up and attend college visits in the Fall in the Counseling Library

### Essay(s):

- Determined how many essays I need to write based on where I have decided to apply and what  
application I am using
- Completed first draft of my essay(s)
- Included at least name, university ID (if available) and e-mail address on top of each page
- Had essay(s) reviewed by my English teacher or other qualified individual
- Final draft of essay is completed
- Made copies of my essays for each application/submit on-line/copy onto CD or thumb drive
- Submitted as attachment with on-line application.

**If you are planning to include an activity resume:**

- Completed initial draft of activity resume by August 19<sup>th</sup>.
- Included name, university ID (if available) and e-mail address on top of each page of my resume
- Had draft of activity resume reviewed by my counselor Date: \_\_\_\_\_ Initial \_\_\_\_\_
- Final activity resume is completed. Submitted as attachment with on-line application

**The application(s):**

- Decided how I will apply to each college - online, paper application, common application
- Completed Common Application registration on-line at [www.commonapp.org](http://www.commonapp.org) **Make sure you completed supplemental forms if required by the college.**
- Completed the gold/orange Transcript Request & College Application form (including my signature) for each application (Attach any college specific signed transcript release forms)
- If you are submitting application via mail (use orange transcript request form), pick up a brown envelope and blue postcard in the counseling library; addressed envelope and completed top two lines on blue postcard (include both with each application). *If you are using the university's application and not the common app, it will need to be submitted by mail – even if you have submitted your materials electronically.*
- Check to see if **1<sup>st</sup> Quarter grades** are required by the college; if yes – Request them from counseling in writing
- Complete on-line or turn in **midyear reports** to my counselor

**For my records:**

- Made copies of all applications and attachments** included with each application
- Printed out any online applications that I have sent

The counseling office will send the following documents to the designated college upon receipt of the completed Transcript Request & College Application form and Naviance requests:

- Official Transcript
- Counselor letter of recommendation and any related forms
- Teacher(s) letter of recommendation and any related forms
- School Profile

High School/CEEB code: 334845 [www.mercyhs.com](http://www.mercyhs.com) Counseling Office: 288-7120

**Reminder: The counseling office requires up to a 3-week processing period (15 school days) from the date your applications are received in our office. If you have a January 1 deadline, we request that you submit your Transcript Request & College Application form and Naviance requests **NO LATER THAN November 22<sup>nd</sup>**. You do not have to turn in all of your application materials in at the same time. You may use the time between the submission date and the application deadline to finish your pieces (essay, resume, etc) of the applications.**

08/31/11