



LAS University Advising MASTER CHECKLIST FOR APPLICATIONS

REQUIRED MASTER CHECKLIST (*INDICATES ALL COUNTRIES/SCHOOLS)

- *Create UCAS, Common App, or any other online account (DO THIS ASAP - Orange Form)
- *TOEFL or IELTS scores MUST be electronically *sent by you*
- *SAT/SAT subject/ACT scores must be electronically *sent by you*
- *Online application or paper application (if electronic, *sent by you or with our help*)
- Essays and supplemental essays submitted online with application *sent by you*
- *Application fee paid usually online *you/your family*
- Summer school or college course transcripts (credit bearing schools only) send to rkostrzeski@las.ch
- FERPA waiver for the (US only in MaiaLearning/Common app) electronically *signed by you*
- ED agreement (US only) – electronically submitted via Common Application *signed by you and parents*
- Passport info page copy with at least one year validity remaining from start of program
- Final IB scores - *sent by you* via www.ibo.org (IB Coordinator will notify you by April)
- FAFSA (US Citizens only)
- CSS Profile for merit-based aid for all students (*are your schools on the list?*)
- UCAS necessary exams registration (*talk to your advisor to do so*)

ITEMS LAS WILL SEND ELECTRONICALLY OR VIA EXPRESS MAIL TO COLLEGES/UNIVERSITIES WORLDWIDE

- University advisor/counselor recommendation letter
- Counselor/Secondary School Report form completed by our office (Common App)
- Official transcript up until the end of 11th grade including transfer transcripts
- IB Predicted Scores given in October for priority or EA/ED applicants
- First semester 12th grade transcript sent in January when available (most schools)
- Teacher recommendation letters and evaluation forms (unless uploaded directly)
- LAS High School Profile



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ADDITIONAL DOCUMENTATION

We are happy to send the following documents should they be requested *by mail*. Most can be sent via PDF/mail. Express mail costs will be posted to your student account.

Please organize and give directly to the University Advising Office.

- Bank Letter/Certification of Finances (dates within 2 months of it being requested)
- International Student Financial Aid Applications (usually available on university website OR CollegeBoard - this is need-based aid only)
- Scholarship Essays (required by some universities, if not sent electronically)
- Student Resume/CV (you may use MaiLearning version)
- Supplemental Essay or Graded Writing Sample (if not sent electronically)
- Supplemental Recommendation Form from Employer, Coach, Supervisor Form (check university/college websites)
- Other (refer to specific school requirements):
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