

SAMPLE APPLICATION CHECKLIST

UHS School Code 394-955

* This list is not all inclusive. Colleges and certain majors may have special or additional requirements.
 * The Counseling Center requires 10 school days to process applications. Please work backward from the deadline and be sure that you have given yourself plenty of time.

COLLEGE(S) I AM APPLYING TO				
College Portal Username & Password				
College/Admissions Contact Information				
Email Address				
Phone Number				
Which application option will I use based on the choices offered by each college?				
- Common Application				
- College Designated Application				
- Coalition				
Do I need an official high school transcript sent by UHS or does the college accept a self-report of academic record?				
Are letters of recommendation required?				
If so, how many?				
Whose letter will I request?				
Is an essay or personal statement required?				
If yes, review the writing requirements against the application deadline and create a timeline to help you stay on track.				
If using the Common Application, are there required supplements? What are the supplements?				
STANDARDIZED TESTS:				
Are standardized tests required for admission? Does this college have a test optional policy?				
Do I need to send an official report of my standardized test scores or can I self-report test scores?				
DEADLINES				
What are the application types available and which will type will I apply? Examples:				
- Rolling				
- Regular Decision				
- Early Action				
- Early Decision				
What is the application deadline date?				
What is the deadline date to submit a Request for College Application Documents (PINIK form) to my school counselor?				
Username & Password	Naviance	Common Application	Coalition	SRAR

We encourage you to make an appointment with your school counselor and review your online application before you submit it to the college.

IMPORTANT COLLEGE TERMS

Common Application	An application that many colleges subscribe to which students complete and can be used to apply to one or multiple colleges. www.commonapp.org
College-Designated Application	Student creates an account on the college website to complete the application that has been created by that specific school.
Coalition Application	An application that some colleges subscribe to which students complete and can be used to apply to one or multiple colleges. http://www.coalitionforcollegeaccess.org/students.html
Universal College Application	An application that some colleges subscribe to, which is filled out once and can be used to apply to one or multiple colleges. https://www.universalcollegeapp.com/
Regular Decision	This application will have a deadline and set time for review. Notification of a decision will generally arrive home in the first week of April.
Rolling Admissions	Applications are reviewed on a rolling basis once the applicant's entire application file is complete. Students may receive an admissions decision four to six weeks after application is received. Submitting a rolling application early is advisable.
Early Action (EA)	This is a nonbinding application deadline that requires you to submit your application in the early fall. The college lets you know whether or not you're accepted, denied, or deferred by mid-December. Students may apply to multiple EA colleges.
Single Choice or Restrictive Early Action (EA)	This is a nonbinding process, but students may not apply to an early program at any other private college or university. Students can still apply early to any public institution or service academy, or any college or university with a rolling admissions decision, as long as the decision is nonbinding.
Early Decision (ED)	This is considered "binding," decision. By applying under an ED plan, you have made a commitment to attend that college if you are accepted. Application deadlines are typically early in the fall (November 1st, November 15th).
Wait list	A regular applicant who cannot be offered acceptance at decision time, but may be offered an acceptance at a later date.
Deferral	An EA or ED applicant may be deferred for review with the regular applicant pool.
Supplements	When using the Common Applications, schools may require, in addition to the electronic application, supplementary materials- Teacher Evaluation, School Report, Mid- Year Reports or an additional form for the student to complete.
Standardized Testing	Standardized testing results are used in the admissions process by many colleges. Students can take the SAT (www.collegeboard.org) and/or the ACT (www.act.org). Standardized testing requirements vary by college. Students should refer to the individual college websites for testing requirements and options.
Test Optional Policy	Some colleges/universities do not require SAT or ACT scores from applicants in order to be considered for admission; however, the college may require additional material in lieu of submitting test results. If the college has a test-optional policy, students should refer to the individual college websites for test optional policies. Go to www.fairtest.org for a list of colleges/universities with test-optional policies.
Self-Report	Self-reporting is the process by which the college/university allows the student to provide required information directly to the college, usually the student's academic record and/or standardized test results. Self-reporting is becoming more common option because it defers the cost of applying to college for students. When a college accepts students self-report of their academic record, an official high school transcript is not required as part of the application. The student is required to submit a final transcript to the college they chose to attend, at which time the college will validate the academic record. Likewise, if a college accepts a self-report of standardized test results, the student is not required to request testing results from the testing agency (SAT or ACT) as part of the initial application. Students are required to submit official test results to the college when they accept the colleges offer of admission. Please note that if a college allows the self-reporting of an academic record, it does not mean they automatically accept self-reporting of standardized test scores. Students should refer to the college website to determine if self-reporting is an option, and which records can be self-reported and which records must be official. If the official high school transcript is required as part of the application, the transcript must be sent to the college/university directly from the LHS Counseling Center. If official standardized test scores are required, students must request their scores to be sent from the testing agency through either www.collegeboard.org or www.act.org .
SRAR	The SRAR is a program that some colleges use for self-reporting. The SRAR allows students to enter, track, and submit your academic record electronically to participating colleges and universities. Some colleges allow students to self-report their academic record and only require the official transcript if the student accepts the offer to attend. Colleges will verify the accuracy of the self-report with the student's final transcript. https://srar.selfreportedtranscript.com/login.aspx
Post-Secondary	After high school
Associate's degree	A two- year degree; students may apply credits from a two- year program to a four- year program
Bachelor's degree	A four- year degree
Undergraduate degree	It is the first level of university degrees, for example, a Bachelor of Arts, Bachelor of Business Administration or Bachelor of Science. Higher levels of university degrees are the master and doctoral levels, also referred to as graduate degrees. (www.nipissingu.ca/documents.cfm)
Liberal Arts College	A liberal arts college is an institution of higher education found in the United States, offering programs in the liberal arts at the post-secondary level. They encourage and often require their students to take a substantial number of classes in topics which may not directly relate to their vocational goals, in an effort to provide a "well-rounded" education.
FAFSA	Free Application for Federal Student Aid. Completing and submitting the FAFSA form is free and quick, and it gives you access to the largest source of financial aid to pay for college or career school. Parents/guardians can access the FAFSA on October 1st of the student's senior year.
CSS Profile	Some colleges, universities, and scholarship programs use the CSS Profile as part of their financial aid process for some or all of their financial aid applicants. Check specific college website to determine if required.