

Date Submitted_____

East Brunswick High School Counseling Department

College Document Request Form

Student Name:_____ Counselor:_____

IMPORTANT! In order to meet admissions deadlines, this form must be submitted to your School Counselor through the Counseling Canvas Page **10 school days before the application deadline date** to allow processing time for your Counselor to submit required supplemental college documents (transcripts, counselor recommendation etc.).

Before submitting this form, you must have completed the steps below. **Please initial to indicate each step has been completed.**

_____ [Transcript Release Form](#) signed and submitted to Counseling Canvas

_____ [Naviance](#) is updated to include the “Colleges I’m Applying To”.

_____ In Naviance, you have indicated the method of application (Common App or Individual School App)

_____ In Naviance, you have “Matched Account” (this is only if you are applying with the Common App)

_____ In Naviance, you have completed the request for your teacher letter of recommendations



Note: Schools with a stamp icon in Naviance may NOT accept electronic documents. If you see this symbol next to any school in your “Colleges I’m Applying To” list please contact your school counselor for guidance.

****Important Reminders****

- EBHS does not release SAT, ACT or AP Scores. It is the student’s responsibility to send official scores as required by the College. You may contact College Board online at www.collegeboard.com or ACT at www.ACT.org
- Please review the [Senior Year Checklist](#) for a detailed overview of the College Application Process

Date Submitted_____

1. College/University:_____

Application Deadline Date:_____ Did/will you apply via Common App ☐ YES ☐ NO

I am applying: ☐ Early Decision ☐ Early Action ☐ Regular Decision

2. College/University:_____

Application Deadline Date:_____ Did/will you apply via Common App ☐ YES ☐ NO

I am applying: ☐ Early Decision ☐ Early Action ☐ Regular Decision

3. College/University:_____

Application Deadline Date:_____ Did/will you apply via Common App ☐ YES ☐ NO

I am applying: ☐ Early Decision ☐ Early Action ☐ Regular Decision

4. College/University:_____

Application Deadline Date:_____ Did/will you apply via Common App ☐ YES ☐ NO

I am applying: ☐ Early Decision ☐ Early Action ☐ Regular Decision

5. College/University:_____

Application Deadline Date:_____ Did/will you apply via Common App ☐ YES ☐ NO

I am applying: ☐ Early Decision ☐ Early Action ☐ Regular Decision

6. College/University:_____

Application Deadline Date:_____ Did/will you apply via Common App ☐ YES ☐ NO

I am applying: ☐ Early Decision ☐ Early Action ☐ Regular Decision

7. College/University:_____

Application Deadline Date:_____ Did/will you apply via Common App ☐ YES ☐ NO

I am applying: ☐ Early Decision ☐ Early Action ☐ Regular Decision

8. College/University:_____

Application Deadline Date:_____ Did/will you apply via Common App ☐ YES ☐ NO

I am applying: ☐ Early Decision ☐ Early Action ☐ Regular Decision

Signature of Student

Signature of Parent