

# College Application Checklist

- Add colleges to your **SCOIR** and complete your **Junior Questionnaire**

Username: \_\_\_\_\_

Password: \_\_\_\_\_

- Setup an account on the **Common Application**: <https://www.commonapp.org/>

Username: \_\_\_\_\_

Password: \_\_\_\_\_

- Add colleges to your Common Application. Select your preferred admission plan. Ensure this is accurate so your counselor can send your documents.

- Find your deadlines on the Common Application. Earliest deadline is: \_\_\_\_\_

- Notify your teachers who will write your letters of recommendation of your earliest deadline.

- Complete your Common Application by receiving green checks under each section. Then move to the college specific questions to submit your entire application. You will be able to check your application through a pdf at this point, save it for your records.

- Check which schools require score reports. Request **OFFICIAL** SAT and/or ACT scores to be sent to your colleges directly from the testing agencies (<http://sat.collegeboard.org/> and <http://actstudent.org>)



\***Student** submits directly to college: application, application fee, essay, official score reports (if applicable), miscellaneous required components (i.e. portfolio, audition, activity sheet and/or student resume, etc.)

\***School Counseling** will submit directly to college: school reports, official transcript, counselor recommendation, teacher recommendations, school profile.