
COLLEGE APPLICATION CHECKLIST

1. COMPLETE THE COLLEGE APPLICATION(S)

- Typical applications: Apply Texas www.applytexas.org (all state public schools as well as participating community and private schools), Common Application www.commonapp.org (over 600 public and private schools), Coalition Application www.coalitionforcollegeaccess.org (over 140 institutions) or school specific
- Complete each application carefully and completely. Make sure you SUBMIT! Do your best even if you have automatic/assured admission.
- Write and proof essay(s) for spelling and grammar. Don't trust spell check!
- Be aware of the school's application and scholarship deadlines.
- Try to apply to at least 4 colleges. Visit the individual school's website to find out specific information.

2. SEND TEST SCORES

- You must send SAT/ACT scores from the testing agency only.
- Scores can be sent before or after your college applications are submitted.
- If you haven't taken the SAT/ACT or plan to take it again, you need to sign up as soon as possible.
- SAT: <https://www.collegeboard.org/> ACT: <http://www.actstudent.org/>

3. SEND OFFICIAL TRANSCRIPT

- Request an official transcript from the registrar's office.
- Transcripts can be sent electronically to most Texas universities and colleges at no cost.
- Mailed Transcripts are \$2.00.
- Common App & Coalition applicants will need to order only one transcript for uploading. The cost is \$2.00.
- Dual Credit students may need to also send an official transcript from Lone Star College (verify with university).

4. RECOMMENDATION LETTER (IF REQUIRED)

- Recommendation letters can be from a counselor, a teacher, or someone in your community.
- Complete the senior profile packet to help your counselor know more about you. See Mrs. Fumic in the counseling office to obtain a packet for counselor recommendation letters.
- Please give 3 weeks to write letters.
- Letters are mailed directly to each school or uploaded digitally by the teacher and/or counselor.
- If letters are not required, only send them if they enhance your application or if you are in the review process.

5. CHECK STATUS

- Log on to your status accounts often to verify your documents were received.
- Check for status updates.
- Follow the instructions after receiving a decision and make sure you accept admission.

