

## College Application Process Checklist

✓	<b>Pre-application Checklist</b>
	“Colleges I am applying to” list on Naviance
	Request teacher recommendation letters (2) in person <b>before filling out the questionnaires</b>
	Teacher Recommendation Questionnaire (1/2)
	Teacher Recommendation Questionnaire (2/2)
	Counselor Recommendation Questionnaire (1)
	Records Release Form (green sheet)
	Look for any errors on your transcript
	Send official SAT, ACT, AP, TOEFL test scores to colleges

✓	<b>Application Checklist</b>
	Apply to colleges using either the Common Application or their application
	Complete Application Registration Forms (blue sheet) – <b>one for each college; 2 weeks prior to application deadline</b>
	Send <b>official</b> SAT, ACT, AP test scores to the colleges you are applying to
	Set up meetings with Mr. Kwon to track progress

Once you complete and turn in Application Registration Forms, Mrs. Stempien will start preparing school documents sent to colleges. For each application, the following documents will be sent:

- Official High School Transcript (first 6 semesters)
- School Profile
- List of senior-year courses
- 2 teacher recommendation letters
- 1 counselor recommendation letter

✓	<b>Post-application Checklist</b>
	Write “thank you” cards to teachers writing your recommendation letters
	Set up meetings with Mr. Kwon to review your applications and your status
	Call or email the college admissions offices on the status of your application