

COLLEGE APPLICATION CHECKLIST

- _____ 1. Complete a resume' and give a copy to the guidance office. Supply the guidance office an updated copy of your resume' as necessary.
- _____ 2. Make a list of colleges to which you are most interested (three to six schools).
- _____ 3. Check your high school grades and courses to see if they conform to the requirements for admission to the colleges of interest to you. Make an appointment with Mrs. Lay if you need assistance.
- _____ 4. Register to take the ACT and/or SAT. Most colleges require one of these tests as one criterion for admission. You may obtain application forms in the Guidance Office or online at www.act.org or www.collegeboard.com (SAT). **All scores should be sent directly to the college of choice from the beginning of the senior year.**
- _____ 5. Contact the websites of the colleges on your list for online applications or to download an application. Most colleges prefer online applications now.
- _____ 6. Begin filling out your applications as soon as possible. Some require a great deal of time and thought. Suggestion: Make a copy of the application, use copy as a worksheet, and then fill out your application online, or type your application. Provide teachers or counselor with stamped, addressed envelopes to the college when requesting letters of recommendation or forms to be completed. Submit requests to teachers or counselor at least **four** weeks prior to mail deadline. Be sure to complete the student part of the form and sign the waiver. **WRITE YOUR TEACHER A THANK YOU NOTE.**
- _____ 7. Request that the guidance office send an "official" transcript by signing the transcript request sheet on the GUIDANCE NEWS board located in the main atrium. Transcripts are mailed on Tuesday and Thursdays of each week. A transcript is not "official" unless it is mailed directly from the high school to the college.
- _____ 8. If you will need financial assistance in order to attend college, inform your counselor, contact the Director of Financial Aid at the colleges to which you apply, complete the FAFSA, and complete as many scholarship applications for which you are eligible as you can.
- _____ 9. Some colleges require a medical examination as part of their application process. Your family physician can give you the physical examination and complete the required forms.
- _____ 10. If possible, you should visit the colleges you are considering. You are allowed **3** excused absences for college visits. These must be taken by April 15. Students must return an official notice from the college to the TCA attendance office that they have been to their campus. Arrangements for college visits may be made by calling/emailing the Admissions Office. If assistance is needed, please contact the guidance office.
- _____ 11. When you receive your acceptance letter from a college, you are under **NO** obligation to attend that school unless you have applied under an Early Decision plan. Most colleges will ask for a confirmation concerning your intention to attend their school, along with a room deposit (if you plan to live in a dormitory). Once you have chosen your college, return your confirmation form and room deposit. You may not pay deposits at more than one college after May 1. You must make a decision and notify the college you will attend and the ones you will not attend by the May 1 deadline, National Candidate Reply Date.