

College Application Checklist
Keep Track of Your Applications

Application	College Name	College Name	College Name
Request info/application			
Type of admission status: rolling, priority, early action, early decision or regular			
Deadline date			
Transcripts			
*Request H.S. transcript, Transcript request form to Mrs. Dzwil, two weeks prior to deadline date			
*Request a BCC transcript sent to colleges if you earned CAP credit.			
Request midyear grade reports (if needed)			
Test Scores			
Send SAT scores from www.collegeboard.org			
Send AP grades from www.collegeboard.org			
Send Act scores from www.act.org			
Common Application			
Uploaded common app school			
If applies, completed school supplement			
Matched common app email in Naviance			
Letters of Recommendation			
Secure 2 teacher recommendations: ask in person, request through Naviance			
Complete and return Student Information Sheet to Mrs. Maira			
Essays			
Write Essays: Put a Title on the Essay			
Proof essays for spelling and grammar			
Send and Track Your Application			
If the school requires materials outside of the on-line application, you are responsible mailing these materials.			