

# Sample Application Checklist

UHS School Code- 394-955

**We encourage you to make an appointment with your school counselor and review your online application before you submit it to the college.**

Did I create a Common Application account at <a href="http://www.commonapp.org">www.commonapp.org</a> ? List your Common Application Username & Password for reference.					
Did I make a list of colleges in NAVIANCE? Did I complete the FERPA waiver form and request letters of recommendation?					
Will I use the Common Application or the college's designated application?					
If I am using the Common Application, are there required supplements?					
Is there an essay or personal statement required?	Y/N	Y/N	Y/N	Y/N	Y/N
Do I need a Letter of Recommendation from a teacher? How many? Whose letter will I send?					
Are interviews required? Date set?	Y/N	Y/N	Y/N	Y/N	Y/N
Have I sent my SAT/ ACT scores through <a href="http://www.collegeboard.com">www.collegeboard.com</a> or <a href="http://www.act.org">www.act.org</a> ?					
Do I need to take the SAT Subject test(s)?					
When is the Application Deadline, and is that date received by or postmarked by?					
Date turned into your counselor (at least 10 school days prior to your above deadline)					

- ✓ This list is not all inclusive, please be aware that some schools have special requirements (portfolio's etc...)
- ✓ Remember, the Counseling Center requires **10 SCHOOL DAYS** to process applications. Please work backward from the deadline and be sure that you have given plenty of time to teachers to write letters, and for scores to be sent and received by deadlines!

**Revised 9/12**