COLLEGE APPLICATION CHECKLIST

Please note that all these steps can be done in any order! School documents must be requested at least two weeks before the deadline, so you may need to submit those requests before completing your application.

- ☐ **Sign FERPA waivers**: Follow Scoir instructions in the College Application Guide.
- ☐ **Submit your application:** Common App or via college's website
- ☐ **Request your official transcript to be sent:** We send this *after* you complete the official school form. *You must request at least TWO WEEKS before your deadline!*

- ☐ **Request letter(s) of recommendation:** We send these with your transcript. You must request via Scoir *and* give your teacher the paper request form. *You must request at least TWO WEEKS before your deadline!*
- ☐ **Send Test Scores:** You send via College Board or ACT websites—we do <u>not</u> send these for you. *Test-optional? Only send if scores will help you.*
- ☐ **FAFSA/CSS Profile:** You complete after Oct. 1. (Not technically required for app to be complete.)

➲*Rec. letters and test scores might not be required, and your colleges might have additional required documentation.*
*It's **imperative** that you check each school's website for a list of application requirements.*