

# Checklist for Applying to College

CHS School  
Code:  
480-829

- Review the college applications requirements at each college.** Search for the college on the web or come to the Career Center for assistance.
- Complete your applications.** Visit each college's website for their process.

**Send ONLY what they request and NOTHING MORE or it may work against you!**

- IF a Teacher recommendation is needed:**
  - Speak to that teacher two (2) weeks in advance and provide them your resume.
- IF a Counselor recommendation OR a "Secondary School Report" is needed:**
  - Complete the *Counselor Recommendation/Secondary School Report Request Form* available in the Counseling Center.
  - **Hand deliver** completed form to your counselor at least two (2) weeks before any deadlines .
- Pay your application fee** or call their Admissions Office for a possible fee waiver.
- IF an Official Transcript is needed:** SOME colleges will want transcripts through 11<sup>th</sup> grade to start the review process. Pay \$5 at the ASB office and then fill out a request in the Registrar's Office.
- Send SAT/ACT scores.** If you are applying to a 4 year college or university they will want your SAT or ACT scores. If you did not include all your colleges when your registered for the SAT or ACT, you may request that those colleges be added to the list by contacting SAT or ACT directly. (*Fee Waivers are available for the test if you qualify*)
- Financial Aid:**
  - **Complete the Free Application for Federal Student Aid (FAFSA)** process on or shortly after January 1<sup>st</sup>. Do Not wait for your taxes to be completed...estimate! Many Scholarships will need this info. [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)
  - **Scholarship Applications:**
    - **Request Scholarship Application** from your college choices
    - **Visit the Career Center at CHS for MANY other options!**
  - **Sign and return your Award Letter.** In Spring the colleges will send you a letter stating the final "cost" for attending their college. You need to sign this!
- Accept the College of your choice.** May 1<sup>st</sup> is National College Decision Day. Accept your college by this day unless you are making other arrangements.
- Request Final Transcripts.** In June students will complete an Exit Form. This will include where you want your final transcripts sent. Put down your final College choice.