

**Please note:** It may take up to 10 days to process this application—**PLAN EARLY!**

Verified by: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Counselor-Naviance entry date: \_\_\_\_\_

## *College Application Checklist* *MHS Guidance Dept.*

**Directions:** For every college to which you are applying, the following checklist **must** be completed in its entirety- then given to Mrs. Courts in Guidance Office. **DO NOT LEAVE ANY SPACES BLANK.**

MHS CEEB Code: 363-275

Student Name: \_\_\_\_\_ ID# \_\_\_\_\_

College/University \_\_\_\_\_ Application Deadline \_\_\_\_\_

Counselor: \_\_\_\_\_

\_\_\_ 1. **Application:** (online or hard copy)

Signatures—Be sure that **ALL** sections of the application are signed and dated.

Application fee—paid online or included with hard copy application

\_\_\_ 2. **Envelope:** You **must** include an envelope **ADDRESSED** to the college  
AND 2 stamps (3-4 stamps for larger envelopes or multiple pages)

\_\_\_ 3. **College Prep Form:** (Sometimes referred to as: Counselor Prep Form,  
Common App-School Report Form, Counselor Recommendation Form,...)

**IF** the college requires one of these counselor type forms, **YOU MUST** download this form, **fill out** YOUR section-which may include a waiver signature, & include this with materials given to Mrs. Courts for your counselor to complete. Typically they can be found in the **Supplemental Forms** section of the application.

\_\_\_ 4. **NAVIANCE:**

Go to your Naviance account

Click on **my colleges**

Click on (*add to this list*) in the section **Colleges to which I'm applying**

Add college name & click on **Transcript**

request

Click on **Add Colleges**

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### Your personal responsibilities:

*Official* copies of **ACT** and/or **SAT** scores have to be sent directly from the testing agency.

(Note: colleges and universities want *official* copies; therefore, your counselor is not able to mail)

SAT - <http://www.collegeboard.com/student/testing/sat/scores/sending.html>

ACT - <http://www.actstudent.org/scores/send/index.html>

Any **Letters of Recommendation** are your responsibility.

Make sure teachers are given a stamped, addressed envelope & a brag sheet (If you have information located in your resume section of Naviance, let the teacher know that for quick reference.)

- Note: You are responsible for collecting your letters of recommendation or insuring that they are sent directly to the appropriate college/university.