**COLLEGE PREPARATION CHECKLIST**

**APPLICATION CHECKLIST**

* Completed your application platform: Common Application/Coalition App/UCAS (and there are many more) etc.: [www.commonapp.org](http://www.commonapp.org), <http://www.coalitionforcollegeaccess.org/>, <https://www.ucas.com/>
* Application fee or Application fee waiver
* Academic records with official transcripts and **English translations**, if applicable, for **each** postsecondary institution attended
* School Report/Academic Profile of your Institution
* One letter of recommendation from your counselor
* Two letters of recommendation from your teachers or mentors, **English translations** may be applicable
* Supplementary university essays, material, interview, or portfolios
* Demonstrated English proficiency: TOEFL, IELTS, or other proficiency exam
* SAT, ACT, SAT II exams, and/or other required tests
* Completed Certification of Finances form showing at least tuition and scholarships for first year of study and living expenses (Bank letter showing first year of study and living expenses funding)
* Copy of your passport information page
* Non-U.S. citizens who will need a student visa (F or J).

**SUBMIT**

* **Completed Application:** submitted online through platform Common Application ([www.commonapp.org](http://www.commonapp.org)), (<http://www.coalitionforcollegeaccess.org/>), ( <https://www.ucas.com/>) or others
* **Supplement University Material:** In addition to the application provided by the Common Application or other platforms, many universities require submitting additional supplement information and/or essays.
* **Application Fee or Fee Waiver:** You must submit a fee, or a waiver (if you are a low-income student and meet these requirements) by selecting the fee waiver option on the Common Application or other platforms

**REQUEST**

* **Transcript:** An official transcript must be sent by a guidance counselor or school official for **EACH** school you attend from 9th grade to 12th grade.
* **School Report or School Profile:** The School Report is on the platform and your counselor needs to fill it in. If available they should also submit the School Profile. Please ask your guidance counselor or other school official to complete this and submit the school profile by emailing an official request.
* **Counselor Recommendation:** If you are using the Common Application, Coalition App, UCAS, or other platform you must 'invite' your guidance counselor or academic adviser to upload documents on your behalf..
* **Two (2) Teacher Recommendations**: Please ask two of your teachers or mentors from different academic areas of study to complete and send the teacher recommendation forms. For your teachers to submit these on a platform YOU must invite them to do so, and be sure to advise your teacher on this process and that they must submit this letter there and NOT to you. Choose teachers who have taught you in higher-level courses, who know you well, and who you feel will recommend you highly.

**REPORT**

* **SAT with Essay or ACT with Writing**: Early action applicants are strongly encouraged to complete their SAT with Essay or ACT with Writing test before the Nov. 1 deadline. Regular decision applicants should take the SAT with Essay test by the January test date or take the ACT with Writing by the December date.
* **SAT II or Subject Tests:** If you apply for a Science Technology Engineering Mathematics major degree, it is recommended that you take mathematics Level I or II, and either physics or chemistry. If you decide to submit Subject Tests, early action applicants should take them by the November test date, and regular decision applicants should take them by the January test date.
* **TOEFL, IELTS or PTE Academic scores:** If English is not your native language and you are attending a school where English is not the language of instruction, you must take the Test of English as a Foreign Language (TOEFL), the International English Language Testing System Academic (IELTS Academic), the Pearson Test of English Academic (PTE Academic), or a institution specific language test.

**OPTIONAL APPLICATION COMPONENTS**

* **Art Forms:** If applicable in architecture, creative writing, dance, music, theater or visual arts you should consider submitting a portfolio, video, or other demonstration of your work. Look at each university for their specific requirements.
* **Interview:** Depending on availability, it is best to request an interview if possible or one may be requested of you. If so it is important to take advantage of this opportunity. Interviews take place after the Admission Office has received your application and is a great way to highlight what isn’t prevalent in your list of activities.

**COMMUNITY COLLEGE PREPARATION CHECKLIST**

**APPLICATION CHECKLIST**

* Completed Application usually directly from their website.
* Supplement University Material
* Application fee or Application fee waiver
* Academic records with official transcripts and **English translations**, if applicable, for **each** postsecondary institution attended
* Demonstrated English proficiency: TOEFL, IELTS, or other proficiency exam
* Completed Certification of Finances form showing at least tuition and scholarships for first year of study and living expenses (Bank letter showing first year of study and living expenses funding)
* Copy of your passport information page
* Non-U.S. citizens who will need a student visa (F or J).

**SUBMIT**

* **Completed Application:** submitted directly to the institution generally on their website.
* **Supplement University Material:** In addition to the application some schools may require submitting additional supplement information and/or essays.
* **Application Fee or Fee Waiver:** You must submit a fee, or a waiver (if you are a low-income student and meet these requirements) by selecting the fee waiver option on the platform.

**REQUEST**

* **Transcript:** An official transcript from **each** school you attended grades 9-12 must be sent by a guidance counselor or school official that may need to be translated as well.

**REPORT**

* **TOEFL, IELTS or PTE Academic scores:** If English is not your native language and you are attending a school where English is not the language of instruction, you must take the Test of English as a Foreign Language (TOEFL), the International English Language Testing System Academic (IELTS Academic), the Pearson Test of English Academic (PTE Academic), or a institution specific language test.

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