

## 10 Point Check List before Submitting Your College Application

- 1. Proofread your application out loud starting with the first line.**
- 2. Review your essay(s) making sure you answered the question(s).**
- 3. Check for inconsistencies.** For example: Is your major offered? Is your desired major or the activity you wrote about in your essay the same as the one listed in another part of the application? Does your activity list indicate that you spent more time on activities and work than there are waking hours?
- 4. Check for Omissions.** Did you forget to include something important and relevant?
- 5. Review activity list.** Make sure it is accurate and you haven't left out anything important. Colleges are particularly interested in leadership, special talents/achievements and commitment over time.
- 6. Recommendations** As applicable, list the names, position, relationship, and contact information for those providing recommendations. Confirm with those writing recommendations that they will be in Mrs. Ferrell's office before November 1.
- 7. CDs/DVDs/Portfolios** If you are providing supplementary materials, make reference to them in the appropriate part of the application, and submit them in the proper manner and on a timely basis
- 8. Transcript** For each application, complete the green transcript request form available in Mrs. Broxterman's office.
- 9. Standardized Test Scores** Make arrangements to send SAT and/or ACT test scores directly from CollegeBoard.com or ACT.org. Confirm that colleges will receive your test scores according to their application requirements.
- 10. Read directions and sign your name.** Many applications require some type of electronic signature. Make sure you read and follow all directions.