

COLLEGE APPLICATION CHECKLIST

The school you are applying to participates in Commonapp.org

STUDENT'S RESPONSIBILITY:

- ✓ Create a log-in to the commonapp.org site
- ✓ READ the directions before starting the process
- ✓ Fill out the application and follow all necessary school-specific requirements
- ✓ List teachers and counselors names & correct email addresses on commonapp.org site. Commonapp will generate a email requesting a letter of recommendation: communicate this *AT LEAST 2 weeks* before due date!

COUNSELOR:

- ✓ Fills out student profile on commonapp.org site
- ✓ Uploads student's transcript, school profile, and any other school specific docs to commonapp site
- ✓ Uploads counselor letter of recommendation as requested by student to commonapp site

The school you are applying to does NOT participate in Commonapp.org

STUDENT'S RESPONSIBILITY:

- ✓ Visit the BHS Guidance office and fill out the "transcript request form"
- ✓ Request a recommendation from BOTH teachers and guidance counselor
- ✓ Teacher Recommendations: addressed and stamped envelopes to schools, any school required forms, give to teachers *AT LEAST 2 weeks* before due date!
- ✓ Guidance Recommendations: any school required forms, give to counselors *AT LEAST 2 weeks* before due date!

COUNSELOR:

- ✓ Fills out any paperwork required by school
- ✓ Mails student's transcript, school profile, and any other school specific docs to schools
- ✓ Mails counselor letter of recommendation as requested by student to schools