

COLLEGE APPLICATION CHECKLIST

Application Materials – Student Responsibilities

- **Application** – student is responsible for submitting Common App **or** institutional application at least **3** weeks prior to the college’s deadline. Note: recommendations will not be ready at this point. Keep reading ... :)
- **Standardized Test Scores** – student is responsible for sending desired test scores through ACT and/or College Board, unless you are applying as ‘test-optional’.
- **Official School Documents** – student is responsible for marking a college as ‘applied’ in Scoir only **after** submitting its application to the college. College Advisor will then begin working on school documents (listed below).
 - **Transcript** – student is responsible for ‘granting’ FERPA release rights in Scoir (once) before transcript may be sent.
 - **Letters of Recommendation** – student is responsible for ‘granting’ FERPA waiver in Scoir & for Teacher Recommendation Form (it’s yellow & in the college advising office).
 - **Secondary School Report &/or Counselor Eval.** – student is responsible for Parent & Student Brag Sheets.

Deadlines

Application Due to College by:	Application <u>Submitted</u> and College Advising Office <u>Notified</u> by:
October 15, 2024	September 24, 2024
November 1, 2024	October 11, 2024
November 15, 2024	October 25, 2024
December 1, 2024	November 8, 2024
December 15, 2024	November 22, 2024
<i>Before</i> January 15, 2025	December 1, 2024

You might also need to know ...

Early Decision (ED). If you are applying ED, then you, a parent, and your college advisor will need to sign the ED agreement. This ought to be signed digitally in Scoir. ED contracts can be initiated from the ‘My Colleges’ list.

Outside recommendations. Not required; but, may be included with school materials sent by college advisors. Outside recommender should email letter to college advisor before MBHS deadline.

Application status check. You are responsible for making sure all required materials have been received by the college. You may do this by checking email, your applicant portal **and** Scoir.

*Remember, **you aren’t alone in this journey!** We are here to help you through the application process in whatever way we can. Our offices are in the MBHS counseling office. Please come visit, set up an appointment or stop by anytime to ask questions! We love hearing feedback about your college admission decisions, too!*

- Your College Advisors, Mrs. Svetlay & Mrs. Voltz