

COLLEGE APPLICATION CHECKLIST

BB&N is responsible for sending ONLY:

- ✓ Your transcript(s)
- ✓ Your college counselor recommendation
- ✓ Our school's profile
- ✓ Our Secondary School Report Form
- ✓ Teacher recs for Common Application colleges

YOU are responsible for sending (hard copy or online) the following items:

- Application (Common or Original)
 - Biographical Information
 - Short Essay(s)
 - Long / personal essay
- Application Fee: _____ (Check or online)
- Supplementary materials (*may* include):
 - Common Application supplement(s)
 - Supplemental form
 - Supplemental Essay
 - Art or Athletic Supplements
 - Graded paper
 - Parent recommendation
 - Early Decision Commitment Sheet (Signed)
 - Other: _____
- Arrange to have OFFICIAL Test Scores sent (not a Xerox of your score report!)
 - Find out which are needed for each school
 - Have OFFICIAL test scores sent from the appropriate company which can be requested either:
 - ✓ In writing
 - ✓ Over the phone
 - ✓ Online (www.collegeboard.com OR www.act.org)
- Secure teacher recommendations
 - You should have given each teacher a blue sheet and envelopes for non-common app colleges
 - Fill out the "Who is Writing My Teacher Recs" form on Naviance
 - Write a thank-you note NOW!

Be sure to find out from the school if the application deadline is a postmarked date or a received-by date!