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!*