

ALHS Senior College Application Checklist

Student: _____ College: _____

Date submitted to Counseling Office: _____ College deadline: _____

↓ Check each box
once complete:

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I am applying for:

- ☐ Early Action
☐ Regular Decision

- ☐ Early Decision (binding)
☐ Rolling Admission

☐ Other: _____

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Fee Waiver

I am eligible to receive a fee waiver and have requested one through Common App and SchoolLinks

- ☐ Not Applicable ☐ Yes

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Application Type

I am applying via:

- ☐ Common App ☐ Directly to the institution (must add app to SchoolLinks)

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I have signed the FERPA waiver in SchoolLinks

Click *College*, Click *College Applications*, Click *Let's Go*

Complete: 1. Personal Details, 2. Fee Waiver Eligibility, 3. FERPA Authorization

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I have signed the FERPA waiver in Common App (if applicable)

1. You must complete the Education section in Common App first
2. Add at least one school to your "My Colleges" list; the FERPA section will not appear until a college is added
3. Go to the "My Colleges" tab, click on any added college, and select Recommenders and FERPA
4. Complete authorization, waive rights, and sign electronically

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I have linked my Common App & SchoolLinks accounts together (if applicable)

In SchoolLinks, click *College*, click *College Applications*, click *Link Accounts* on left-hand side

Click Connect, check the box to share data back to SchoolLinks

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Letters of Recommendation (if applicable)

- ☐ My resume is up-to-date in SchoolLinks - click *Student* on the left, click *Profile & Resume*
☐ I have asked my teacher **in-person first**
☐ I have sent a rec letter request via SchoolLinks to the following teacher(s):

How to request teacher rec letters in SchoolLinks: (non-teachers should be requested in Common App)

- Click *College*, Click *College Applications*, click *Make Requests* on left-hand side. Select your teacher, select your college, enter your teacher's subject, and add a note that includes a thank you along with a specific submission deadline (typically 2 weeks before your college app deadline)

- ☐ No ☐ Yes I would like my counselor to write a recommendation on my behalf (if yes, please meet with us)

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Sending ACT/SAT Scores (if applicable)

I understand it is my responsibility to send official test scores (can take 2-3 weeks) from the ACT and/or CollegeBoard (SAT) websites so my college listed above receives them by the stated application deadline.

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Final Steps

I have completed this form accurately and my signature below authorizes ALHS to send the following to the school listed above: School Profile, Transcript, School Report Form (if applicable) and other requested materials as listed above. I will complete & submit my college apps through Common App or directly through the college's website.

Student Signature: _____

