

ALHS Senior College Application Checklist

Student Name: _____ College/University: _____

Date submitted to Counseling Office: _____ College/University deadline: _____

↓ Check each box
once complete:

☐

I am applying for:

☐ Early Action

☐ Early Decision (binding)

☐ Other: _____

☐ Regular Decision

☐ Rolling Admission

☐

Fee Waiver

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

☐ Not Applicable ☐ Yes

☐

Sign 2 FERPA waivers

☐ 1. I have signed the **General FERPA waiver** in SchoolLinks

Click *Student*, Click *Records Request*, Click *Complete FERPA Authorization*

☐ 2. I have signed the **College Application FERPA Waiver** in SchoolLinks

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

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

☐

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

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

Enter Common App log-in info and link together

☐

Application Type

I am applying via:

☐ Common App

☐ Directly to the institution (must add app to SchoolLinks)

☐

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:

- 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 a few weeks before your college app deadline)

☐ I would like my counselor to write a recommendation on my behalf (if yes, please meet with us)

☐

Sending ACT/SAT Scores

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

☐

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: _____

