

# COLLEGE APPLICATION CHECKLIST

## **Procedures for Standard Paper Applications:**

1. Check to see that the application is complete. Sign all applications. Some applications may also require a parent's signature.
2. Be sure to include your check made out to the college or university.
3. Include an envelope with TWO STAMPS on it. Address the envelope to the college.
4. Include a purple transcript release form (available in the Guidance Office) with all applications or download one from our website.
5. Obtain a transcript card from the Tuition Office. **There is a \$4 fee** (cash or check made payable to Lansdale Catholic) for this card. Turn in this card with your application.
6. If you need a teacher's letter of recommendation, make certain that you have given the yellow recommendation request form directly to the teacher. The teacher will return a copy of their letter directly to the Guidance Office.
7. If your application requires a counselor's letter, give the yellow recommendation request form directly to the Guidance Office secretary. This form is also available on the website.
8. Please let the Guidance Office know if you are waiting for recommendations from an outside source.

## **Procedures for On-line Applications:**

1. When applying on-line, check to see if the on-line application contains a page to print out and return to the Guidance Office. (This is sometimes called the *Secondary School Report*.) Attach this form to the purple transcript release form and submit it to the Guidance Office.
2. If there is no specific form included with the on-line application, obtain the purple transcript release form or download the form from our website and indicate on this form that you have applied on-line.
3. Follow above procedures # 2 – 8 as needed.