



## John Paul II Catholic High School College Application Process Checklist



Student's Name: \_\_\_\_\_ Date Stated: \_\_\_\_\_

| COLLEGE: _____  | REQUIRED? | DATE COMPLETED |
|---|-----------|----------------|
| <b>Application</b>  |           |                |
| Obtain application form (Common App, ApplyTexas, other?)            |           |                |
| Application deadline  |           |                |
| <b>Grades</b>   |           |                |
| Request high school transcript using Transcript Request Form        |           |                |
| Request midyear reports sent if required                            |           |                |
| <b>Test Scores</b>  |           |                |
| Send ACT scores   |           |                |
| Send SAT scores   |           |                |
| Send SAT Subject Test scores  |           |                |
| Send AP exam scores   |           |                |
| <b>Letters of Recommendation</b>                                    |           |                |
| How many teacher letters/evaluation forms needed?                   |           |                |
| Requested from:   |           |                |
| Requested from:   |           |                |
| Requested from:   |           |                |
| Requested counselor recommendation/evaluation                       |           |                |
| Send thank you notes  |           |                |
| <b>Essays</b>   |           |                |
| How many needed? If so, which ones?                                 |           |                |
| Write essay draft(s)                      Draft(s) edited by:       |           |                |
| Revise essay(s)                                New draft edited by: |           |                |
| Essay(s) proofed by:  |           |                |
| Have someone else read essay(s)                                     |           |                |
| <b>Interviews</b>   |           |                |
| Interview at college  |           |                |
| Alumni interview  |           |                |
| Send thank you note(s) to interviewer(s)                            |           |                |
| <b>Additional Documents/Tasks</b>                                   |           |                |
| Contact area admissions representative                              |           |                |
| List extracurricular, volunteer and service activities and work     |           |                |
| <b>Send and Track Application</b>                                   |           |                |
| Make copy of all application materials before sending               |           |                |
| Apply online  |           |                |
| Pay application fee   |           |                |
| Sign and submit application   |           |                |
| Confirm receipt of application materials on college website         |           |                |
| Send supplemental information, if needed                            |           |                |
| Notify counselor of application submission                          |           |                |

**Families are responsible for opening, managing, & finalizing college admissions applications. We at JP II are here to assist the student and their families in all ways possible, throughout the process.**