



## 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.**