



**Appendix E: Counseling Checklist for Common App / Private School application processing**

Name: \_\_\_\_\_ **Due Date of Application:** \_\_\_\_\_  
*10 working days required for processing*

Date of Birth: \_\_\_\_\_ College : \_\_\_\_\_

**Attach the following:**

1. **Supplemental forms** you want filled out by counseling:
  - This college accepts on-line counselor submissions and I sent this request to my Counselor on (date):** \_\_\_\_\_
  - Paper School report (counselor report) signed by student with confidentiality preference marked
2. **High School Resume**
  - Attached (or)
  - On file from previous application
3. **Letters of Recommendation (mark one):**
  - Attach a completed Letter of Recommendation request form (College Handbook- Appendix B)
  - Letter of recommendation form is on file from previous application
4. **For paper applications only provide:**
  - A stamped and addressed (to the college), legal size envelope (no return address)**  
If using a larger clasp type (10x13) use at least 3 stamps. Counseling will mail to:

\_\_\_\_\_ Name of college                      \_\_\_\_\_ Street Address                      \_\_\_\_\_ City, State, Zip

**Transcript:** Upon request students receive three transcripts at no charge. Each additional paper transcript carries a \$2.00 fee. Students pay for additional transcripts in advance at the bookkeeper and attach their receipt to this form.

**Application Submission receipt:** Before counseling will submit/mail any documents the student must bring to counseling (at least two days before the due date of the application) a copy of the receipt from the college indicating that their application is complete and submitted. Sending counseling documents to colleges prior to students submitting completed applications can result in lost materials. **Plan accordingly; school cancellations and emergencies can result in unexpected delays in processing your materials.**

I have completed #1 - #4 and understand processing requires a minimum of 10 working days. I will provide a copy of the application submission confirmation/receipt for this college.

\_\_\_\_\_ Student signature                      \_\_\_\_\_ Date

For Office Use Only:  
Date school/counselor report request submitted: \_\_\_\_\_  
Date on which application submission receipt received in counseling: \_\_\_\_\_  
Date all materials sent: \_\_\_\_\_