

**SHELBYVILLE HIGH SCHOOL
COLLEGE APPLICATION CHECKLIST**

Students must attach this completed form to each college application and have all necessary materials **before** turning it in to the guidance secretary to be processed.

STUDENT NAME _____ **DATE** _____

COLLEGE _____ **INTENDED MAJOR** _____

STEP ONE: Student is responsible for the following. **Mark N/A if not applicable.**

- _____ 1. Application
 - Typed or neatly printed college application ***(Be sure to sign and date it.)***
 - Applied online ***(Be sure to download and attach the counselor form!)***

- _____ 2. Application fee
 - Check/Money Order made payable to the college (Check # _____)
 - Paid online
 - Fee Waiver Enclosed

- _____ 3. Transcript requested online through the SHS guidance website. **Date requested:** _____

- _____ 4. Pre-addressed envelope and 2-3 first class stamps *(We add 4-5 pages to your application.)*

- _____ 5. Essay (if required)

- _____ 6. Personal Statement (if required)

STEP TWO: Please indicate whether your counselor needs to include the following with your application.

- _____ 1. Senior Information Sheet

- _____ 2. Letter(s) of recommendation *(Use the blue Teacher Recommendation Form to request a letter of recommendation from any school employee.)*

From whom? _____

<i>Guidance Office Use Only</i>			
<i>Date Received</i> _____	<i>Initials</i> _____	<input type="checkbox"/> <i>Transcript Release Form on file</i>	
<i>Date E-mailed</i> _____	<i>Initials</i> _____	<i>Date Mailed</i> _____	<i>Initials</i> _____

MAILING VERIFICATION

Name _____ **Period/Room Number** _____

Your application to _____ **was processed on** _____.