

Annapolis High School College Application Checklist

* All specific instructions for AHS can be found on the Counseling Center website
<https://ahighcounseling.weebly.com/>

APPLICATIONS

- Update your Naviance account with your correct email address and contact information
- Create a list of schools you are applying to
- Add schools you are applying to your Naviance account under “Colleges I’m Applying to”
- Establish a Common Application account
- Establish a Coalition Application account if needed
- MATCH Common App account with Naviance (directions on Counseling website)

TRANSCRIPTS

- Submit a signed transcript release form to the Counseling Center (found on Counseling website)
Your transcript cannot be requested OR submitted without this.
- Request your initial transcripts on Naviance
- Pay \$2 per transcript to the Counseling Center after

TESTING

- Send ACT and/or SAT scores directly to the schools you are applying to
Remember, your test scores are NOT part of your official Annapolis High School school record and you must request these be sent directly from your student account on each of the testing websites. Give at LEAST a 4-6 week lead time on requests.

LETTERS OF RECOMMENDATION

- Research how many letters of recommendation are needed
- Request teacher recommendations
- Request counselor recommendation
- Complete Counselor Letter of Recommendation Packet (found on Counseling website)
- Include copy of resume with Letter of Recommendation Packet (email to your counselor)

SUPPLEMENTAL & OPTIONAL MATERIALS

- Draft, proof, proof again, & finalize essay
- Write any supplemental questions for applications
- Schedule admissions interviews/auditions/portfolio reviews

APPLICATION WRAP UP

- Submit and pay for applications
- Write recommenders a thank you note