

# Application Checklist



## Make sure you have ordered all supplemental documents:

- If applicable, request Letters of Recommendation from teachers through Maia Learning
- Make sure LOR have been submitted on your Common App. Remember: CSUs and UCs do NOT require LOR
- Check each school's website for their policy regarding official transcripts. Reminder: CSUs and UCs do NOT require official transcripts
- Order official transcripts through the Google Doc shared by the Registrar
- Order official transcripts from any other locations where classes were taken and request they be sent to all colleges that require official transcripts
- If applicable, order and send official test scores through either the College Board (SAT) or ACT websites. AP scores do not need to be sent until you enroll in a college

## Before You Hit SUBMIT:

- Proofread your **entire** application
- Reread all application instructions
  - Double-check what supporting documents are required for each college
  - Confirm that all necessary supporting documents have been sent
- Check to make sure your courses and grades have been inputted correctly and your **12th-grade** courses are listed
- Double-check your essays
  - Read your essays aloud to make sure they flow smoothly
  - Proofread for any spelling and grammatical errors
  - Ask someone to proofread it for you

## Once You Hit Submit:

- Look for a Submission Page to confirm your application was sent properly
- Keep a copy for your records
- Print a copy or take a picture of your submission page in case there are any issues
- Follow directions to create portals for **each** college you apply to and regularly check for updates. Colleges will communicate with you via your portal and inform you of any missing or incomplete information
- If something is missing, follow the college's directions and send it ASAP