**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 transcript on the MHS webstore
* Order official transcripts from any other locations where classes were taken and request they be sent to all colleges that require official transcripts for acceptance
* 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