

COLLEGE APPLICATION CHECKLIST

Online Applications

- A. Turn in a signed released of records form to your Counselor.
- B. Submit one Online Transcript Request form for each school you are applying for. Forms are in the Guidance Office or on the Metuchen High School website under Guidance.
- C. Make sure you download any Teacher or Counselor recommendation forms as well as any School Report (found on the Common Application). Make sure you have signed and dated each of these forms before turning in to the appropriate person.
- D. Bring your Counselor an addressed "8 ½ x 11" manila envelope for your transcripts and letters to be mailed.
- E. Include approximately one book of stamps per every five applications you submit.
- F. Make sure you have contacted the College Board or ACT to have your standardized test scores directly sent to your colleges.