Get your college application set to go with this quick checklist!

- General Application
  - Fill in all of the blanks that apply
  - Make it accurate and legible
  - In a pinch: submit your application online!
  - Must be sealed
  - Allow for a 7 day delivery
  - Your school may charge a fee

- Transcripts
  - Make sure you requested that your scores were sent to the college you are applying to
  - If not allow a 7-10 day delivery

- SAT/ ACT Scores
  - Ask your counselor or teacher in advance (4 weeks is good)
  - Ask for your letters of recommendation to be sealed

- Essays
  - Double check spelling and grammar
  - Include the following on every page: Your name, social security #, the title and/or number of your essay
  - Send copies, not originals
  - Include your name, social security #, and project name on every item

- Portfolios & Work Samples
  - Self address the reply cards
  - Put your own stamp on the reply card

- Reply Cards
  - Double check the address
  - Weigh the completed application to ensure correct postage
  - Meet your deadlines or mail early

- Postage