

## EGHS APPLICATION CHECKLIST

Please complete this checklist and leave it stapled to the envelope. Your application cannot be processed without this form and all of the necessary enclosures. If you have questions, schedule a meeting with the College/Career Counselor, or see the College/Career Center Assistant. (College Career Center = CCC)

**CCC NEEDS 10 IN-SESSION SCHOOL DAYS TO PROCESS APPLICATION(S).**

**PRINT AND USE A PEN ON THIS FORM AND ALL OTHER FORMS BEING SUBMITTED!**

Full Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

I.D. #: \_\_\_\_\_ Advisory teacher: \_\_\_\_\_ Counselor: \_\_\_\_\_

College or Scholarship's Name: \_\_\_\_\_

Application Deadline: \_\_\_\_\_

**Recommendation(s) required?**                      YES                      NO                      (circle one)

*If yes*, complete the teacher/counselor recommendation form and give a copy to those individuals who have agreed to write your recommendation(s).

**Allow 10 full, in-session, school days for your teacher/counselor to complete your recommendations.**

Name(s) of person(s) writing the recommendation: \_\_\_\_\_

### **Check appropriate boxes below:**

\_\_\_\_\_ Person(s) writing recommendation(s) will give it/them to the CCC before deadline.

\_\_\_\_\_ Person(s) writing the recommendation(s) will mail separately, on their own (*be sure to give those people a correctly addressed and stamped envelope*).

\_\_\_\_\_ Counselor report/checklist required (this is different from the written recommendation). If applying on-line you will need to print out a copy of this to include in this red envelope.

### **Transcripts:**

\_\_\_\_\_ "Transcript Request Form" is completed, signed, and enclosed (First 3 transcripts are free).

\_\_\_\_\_ \$1. is enclosed because this is "Transcript Request Form" number 4 or higher (*cash only*).

### **Applications:**

\_\_\_\_\_ Paper application is completed, signed, and enclosed.

\_\_\_\_\_ Application was sent on-line.

\_\_\_\_\_ Signature page is signed, dated, and enclosed (*if done on-line*).

\_\_\_\_\_ No signature page is required for this on-line application.

\_\_\_\_\_ If required, counselor report/checklist enclosed (*downloaded and printed if done on-line*).

### **Application Fee:**

\_\_\_\_\_ Fee is enclosed (CHECK OR MONEY ORDER ONLY. NO CASH.)

\_\_\_\_\_ No fee required (Reason: \_\_\_\_\_)

\_\_\_\_\_ Fee paid on-line with a credit card.

### **Application Review:**

\_\_\_\_\_ I checked my grammar and spelling on all submissions.

\_\_\_\_\_ I wrote neatly, using printing on all application materials, and used a pen.

\_\_\_\_\_ I signed the application, and my Transcript Request Form.

\_\_\_\_\_ I gave a thank you note to the teacher/counselor/person who wrote a recommendation for me.

\_\_\_\_\_ *Do not write below this line - Office Use Only* \_\_\_\_\_

Date submitted: \_\_\_\_\_ Date mailed: \_\_\_\_\_