# ***REQUEST FOR TRANSCRIPT***
# ***COLLEGE APPLICATION CHECKLIST***

**PLEASE FILL IN THE INFORMATION BELOW - THIS FORM & THE $2.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION TO BE PROCESSED.**

_____ _____

STUDENT NAME (please print) COLLEGE/UNIV. NAME

Application (all information completed, check to make sure you sign all parts)
_____**attached** _____**sent on-line**

_____ Application Fee (check or money order made out to college, no cash accepted)
Check attached # _____ Check amount $_____ Credit Card On-line_____

_____ $2.00 Processing Fee (first application processing fee is waived)

_____ Essays (personal or required, if any)

Teacher Letter of Recommendation (teacher or counselor, if any needed)
_____attached _____being mailed separately by_____
(teacher name)

_____ Due date/Deadline (if any)

Special Notes: _____

_____

_____

*I understand that the Guidance Office must be given **10 working days** to process college and scholarship applications.*

_____ _____

Student Signature Date

*Office Use Only: Date Mailed* _____