



Herriman High Counseling Center Utah College Application Week

Utah College Application Checklist

Having a list of important tasks to complete for each college application will make the application process go smoothly and help you meet deadlines.

PLAN

To fill in all the blanks on the application form itself, you may have to dig up documents or get answers from your parents or guardians. Most students use online applications, but paper applications are usually available too. There are also services that let you complete one application online and submit it to several colleges like the Coalition Application, Common Application, and Universal College Application.

Locate application on college website

Make a note about regular application

deadline Make a note about Priority

application deadline

College 1

Application Deadline:

Priority Deadline:

College 2

Application Deadline:

Priority Deadline:

College 3

Application Deadline:

Priority Deadline:

Notes:

GRADES

The record of the classes you've taken and your grades are important parts of your application. Your high school Registrar should send your official transcript directly to the colleges you're applying to.

Request your transcript from Parchment on the HHS Counseling website.

Be sure to check the transcript for errors on your Skyward account before you request it to be sent.

Request official high school transcript sent to every college application using Parchment Portal.

College 1

College 2

College 3

Print out a transcript to use in completing applications for listing classes taken and grades earned.

Notes:

TEST SCORES

Most colleges require or recommend that you send scores from tests such as the SAT®. Colleges accept scores only from the testing organizations themselves. Visit bigfuture.org for more information and to learn more about the role of testing in college admission.

	College 1	College 2	College 3
Send ACT/ SAT scores directly from ACT or CollegeBoard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Send AP® scores	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The University of Utah requires scores be sent directly from ACT

Notes:

RECOMMENDATION LETTERS

Many colleges require letters of recommendation from teachers or other adults who know you well. Ask your references well in advance of the deadlines to write you a recommendation. You may want to give them a short written summary of your achievements to help them write about you.

	College 1	College 2	College 3
Request recommendation letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Send thank-you notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

ESSAYS

Your essays are a chance for you to give admission officers a better idea of your character and strengths. Remember to proofread your essays carefully before you send them in.

	College 1	College 2	College 3
Draft initial essay(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proofread essay(s) for spelling and grammar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have two people read essay(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revise your essay(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proofread your revision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

APPLICATIONS

Applying to college is a big job, but you can make it easier by breaking it down into a series of small steps.

	<i>College 1</i>	<i>College 2</i>	<i>College 3</i>
Complete college applications*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use exact same name on all of your forms Carefully review entire application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay the application fee and submit! Check to see which schools are waiving their fee for UCAW (See your counselor if you need financial help)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

School Scholarships

The majority of scholarship monies are awarded from the school. Locate incoming freshman scholarships on the college website, as well as departmental scholarships if you have declared a Major. Complete these applications early! The more scholarship applications you submit, the more money you can receive.

	<i>College 1</i>	<i>College 2</i>	<i>College 3</i>
Complete incoming freshman scholarship application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete Departmental scholarships for your declared major	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk to the Herriman Scholarship Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

FINANCIAL AID

College is usually more affordable than many families think, thanks to financial aid.

Submit your FAFSA early when available funds are plentiful.

Below are key steps to navigating the financial aid process:

	<u>Priority Deadline</u>	<u>Priority Deadline</u>	<u>Priority Deadline</u>
	<u>Final Deadline</u>	<u>Final Deadline</u>	<u>Final Deadline</u>
Make a note of priority financial aid deadline			
Make a note of final financial aid deadline			
Complete FSA (Federal Student Aid) ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submit FAFSA (Opens October1)*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:
