

# Lobo College Application Checklist



## Teacher/Counselor Letters of Recommendation IF NEEDED:

- At least one month prior to your deadline, ask your teacher/counselor **in person** for your letter. Only ask for as many letters as needed.
- Find out what information your recommender(s) need from you to write the letter (often teachers ask for a résumé, transcript, or “Letter of Recommendation Info Packet”. Be sure to let them know your purpose (admission, scholarships, specific program, etc.) and deadlines. Ask if they would like a reminder from you, and if so, when.
- Let them know where and how the letters need to go (to the colleges or/or scholarships).
  - If you are using Common App, you will need to invite your recommenders in Common App (using their school email address). The teacher will need to set up an account with Common App and submit your letter through Common App.
  - If you are applying directly to a college from their website, usually you enter the teacher’s email address. The college will then send a link to your teacher so they can upload their letter.
- Write thank you notes for the people writing you letters. They are doing this on their personal time!

## Applying via the Common App (or Coalition App):

- Create your Common or Coalition App account, fill out the Common or Coalition App sections, add colleges to your account, and fill in the required college sections. Make sure you know what you need to send to each college (test scores directly from ACT/SAT website, letters of rec, etc.).
- Complete the FERPA waiver in the application. This is done in the college section and only needs to be done once to check off for all of your schools.
- Talk with your teacher(s) and/or counselor about letters of recommendation (see above).
  - Request teachers/counselors in the Common or Coalition App using their school email. Be sure to type in their email accurately.
- When you are ready (and prior to deadlines), submit each of your applications.
- You will need to request a transcript be sent to the CommonApp or Coalition. Email Leah Kapral [lkapral@psdschools.org](mailto:lkapral@psdschools.org) for more details about that process.

## Applying via the University’s Website:

- Create your application account and fill it out. Make sure you know what you need to send to each college (test scores directly from ACT/SAT website, letters of rec, etc.).
- Find out if you need teacher or counselor letters of rec and ask them (see Letter of Rec section above).
- Submit your application(s)
- You will often need to request a transcript be sent to the college. Email Leah Kapral [lkapral@psdschools.org](mailto:lkapral@psdschools.org) for more details about that process.

## Miscellaneous:

- If you are applying to an in-state four-year college, they will likely have a free application day in mid-October. Have your application ready to submit on that day to save \$30-65/college. The community and junior colleges in CO are free to apply to anytime.
- Colorado Opportunity Fund: If you are attending a Colorado college, go to <https://cof.college-assist.org/> and fill out the information for a stipend towards your tuition.
- Attend workshops in the College and Career Center for Application, Essay, and Scholarship information and assistance.
- Still have questions? Stop by the College and Career Center or make an appointment to see your counselor.