

## 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, “Letter of Recommendation Info Packet” or your Personal College Profile in Career Cruising which you can share with your teacher (Career Cruising—Click on your name/My Plan—My Education—Personal College Profile)
- 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 the letters need to go (to the colleges or/or scholarships) and how they can be sent.
  - 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, your teacher will send their letter to Leah in Student Services. Then you will let Leah know where the letter needs to go using a transcript request form
- Write thank you notes for the people writing you letters. They are doing this on their personal time!

### Applying via the Common App:

- Create your Common App account, fill out the Common 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 Common App. 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 App using their school email.
- Submit your applications including the fee (if you qualify for free/reduced lunch, most colleges on the Common App allow you to enter a fee waiver request. Common App tab→Profile→Common App Fee Waiver)
- For transcripts, you must come to Student Services and fill out the pink transcript request form. Turn it in to Leah Kapral with \$3 per transcript sent and a parent signature. This should be turned in at least 10 business days prior to application deadline.

### 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 applications including the fee (if you qualify for free/reduced lunch, see the College and Career Center for a fee waiver which will work at most colleges)
- For transcripts, you must come to Student Services and fill out the pink transcript request form. Turn it in to Leah Kapral with \$3 per transcript sent and a parent signature. You need to fill out the pink form even if your university sends an email request for transcripts. This should be turned in at least 10 business days prior to application deadline.

### Miscellaneous:

- 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, Scholarship and Financial Aid assistance.
- Still have questions? Stop by the College and Career Center or make an appointment to see your counselor.