

Suncoast Polytechnical High School Student Services

Student Checklist for the College Application Process

- ___1. I have researched the colleges in which I am interested and have made a list of requirements and a to-do list for each college to which I am applying. Read all materials carefully, paying attention to deadlines and what the colleges require of you (test scores, letters of recommendation, essay, etc.)
- ___2. I have applied online and paid the application fee. (Some schools may still accept a paper application.)
- ___3. I have sent official SAT/ACT scores to the colleges I am applying to (this can be done online at the SAT and ACT websites.)
- ___4. I have filled out the transcript release form, signed by my parents/guardian, and given it to Mrs. White (the Guidance Secretary). Please remember that it takes at least ONE WEEK to process your transcript request once we receive it.
- ___5. **Dual Enrollment Students** – I have sent my transcripts from SCF to the colleges I am applying to (this can be done online at the SCF website.)
- ___6. I have asked my teachers/coaches/counselors/employer/pastor for a letter of recommendation and have given them a Senior Brag Sheet and resume to refer to, and a self-addressed, stamped envelope for each school. Give them at least two weeks' notice (use SPHS as the return address). Check school's website to see if they require recommendation letters.
- ___7. I have gone to FLVC.org to check my Bright Futures eligibility.
- ___8. Financial Aid
 - ___ I have asked the colleges I am applying to about financial aid opportunities
 - ___ I have registered for Bright Futures online (December 1st)
 - ___ I have filled out and submitted my FAFSA (January 1st)
 - ___ I have applied to local (SPHS website) and national scholarships (online)
 - ___ I have gathered required letters of recommendation
- ___9. I have brought my college acceptance letters to Mrs. White in the Guidance Office
- ___10. I have given a copy of all scholarships or awards I have received to Mrs. White
- ___11. I have given a copy of my Community Service hours log sheet to Mrs. White for receiving credit on my transcript