

BELLEVUE HIGH SCHOOL SENIOR CHECKLIST

- Do you still have questions on what colleges are a good fit for you? Review the Junior College Planning Workbook that was distributed to you last spring. Copies of the workbook are available on the BHS website at: <http://schools.bsd405.org/bhs/homepage/>. Click on “Counselors” at the top of the page and then “college corner”; you will find a link to the *college planning workbook for juniors*.
- Check the websites of colleges/universities you will be applying to for information on admissions, academic programs, and scholarships/financial aid information. Determine admission deadlines, and based on these deadlines, construct a timeline for retaking SAT/ACT tests, completing essays, ordering transcripts, and finalizing the application.
- Open an “account” for each college application that you will be completing. Instructions for opening and completing these accounts are given on each college website.
- Make sure you have a professional-sounding email address and that you monitor it regularly. Email is the way that colleges will be communicating with you.
- Clean up your Facebook account, especially if you are applying to private colleges!
- Does the private college or university require an interview as part of the application process? If so, contact the Admission Office of the school and schedule the interview.
- For each college application, you will be asked to complete a personal statement or essay or a series of short answers to several questions. Look through these questions and draft your answers.
- Check the websites of colleges you are interested in for visitation days and times. Many colleges schedule “senior preview” days in the fall.
- Attend the Q & A drop-in sessions held on Thursdays from 2:35-3:05 PM in the Counseling Center to help you with your college application questions
- In the fall and again in the spring, college representatives visit BHS to talk with interested students. Be sure to sign up for those meetings. Dates, times and locations are posted in the Counseling Center and on our school website.
- Sign up online for college entrance exam testing or retesting. SAT Reasoning and Subject test dates can be found at www.collegeboard.com. The online registrations for the ACT (with writing) test can be found at www.act.org.
- If you are applying to public universities order one copy of your transcript for each university you are applying to from the Counseling Center (except for the UW and UC schools).
- If you are applying to private universities pick up a Private College Recommendation packet in the Counseling Center and follow the directions inside. **Please return your completed packet to the BHS Counseling Center THREE WEEKS before your first college application deadline.**

Applications to four year PUBLIC COLLEGES/UNIVERSITIES

(Examples: University of Washington, Central, Western, Eastern, Evergreen, Washington State, University of Oregon, and Montana State)

- **Public colleges and universities do not require a letter of recommendation** from a counselor or teachers.
- **Order official transcripts** from the counseling secretary (Mrs. Anderson) at least FIVE (5) days in advance of mailing your application. The University of Washington and the University of California system do not require that you send official transcripts; instead, you will need to transcribe your transcript on their application forms. You may request an unofficial transcript from Mrs. Anderson to help you with this process.
- **Order tests scores** from testing agencies to be sent directly to your college/university (www.collegeboard.com or www.act.org).
- The counseling secretary will send you a note when your transcripts are ready. **DO NOT OPEN** the sealed envelope containing your transcript.
- Submit your online application to the college within the same time frame that you mail your official transcript.
- **Transcript fees:** The first three transcripts for public colleges are free. Each additional transcript is \$5.00 with the fee payable to the BHS Accountant. Show the receipt for the transcript order to the counseling secretary and you will then be able to order your additional transcripts.

Applications to four year PRIVATE COLLEGES/UNIVERSITIES

(Examples: Whitman, Gonzaga, Seattle University, PLU, Stanford, Princeton)

THE FOLLOWING MUST BE DONE AT LEAST 3 WEEKS BEFORE YOUR APPLICATION DEADLINE!

- Pick up a *letter of recommendation packet* from your counselor. Be sure to **RETURN THE COMPLETED RECOMMENDATION PACKET** to your counselor no later than **3 WEEKS BEFORE** your application deadline.
- Pick up the **Private College Checklist** form from the counseling secretary or use the enclosed checklist on the next page; follow the steps listed on that form. Please make sure this is returned to the counseling secretary **3 weeks before** your application deadline.
- The application that you are completing online will refer to both a School/Counselor Supplemental form and a Midyear form that need to be completed by our office. **If you are using the Common Application form and applying online, we will also be submitting these school and midyear forms online.** Follow the Common App instructions for sending our office the electronic links to these forms.
- Some colleges will want you to submit **paper copies** of their school and midyear forms. In that case, attach the paper copies to the Private School Checklist (next page) and give the packet to Mrs. Anderson in the counseling center **3 weeks before** your application deadline. You must pay \$5 a piece for each of the schools requiring these forms.
- **Transcripts:** if you are submitting your application via the Common App online process, your transcript will be uploaded and sent to private colleges on your common app list and you will be charged a one-time fee of \$5.00. If you require paper transcripts that are mailed to each college(see above), you will receive three free transcripts (public or private). All additional transcripts are \$5.00 each and must be paid in advance to the Accountant.
- **Order tests scores** from testing agencies to be sent directly to your college/university (www.collegeboard.com or www.act.org).