



University Application/Mailing Process

Submit this form at least 3 weeks prior to the application due date.

All applications due before February 1 must be turned in to the guidance office by December 1, 2009.

Name _____ Date _____ Application Due Date _____

Name of University/Recipient: _____

Recipient Mailing Address _____ Recipient Phone (required) _____

(No PO Boxes for DHL delivery) _____

Rec #1 _____ Date requested _____ Rec #2 _____ Date requested _____

Part I: Select Mailing/Delivery Option

Submit to guidance department a complete application, including the application fee. The application will be mailed with all application materials, including transcripts, teacher recommendations, counselor letter, paper application, and application fees. Mailing fees apply. Missing items will delay mailing until fully complete.

Option #1 Checklist

Please check your application to see that you have:

- answered all questions on the application & included the required essay(s)
- updated your Naviance account listing colleges & universities
- signed and dated your application
- had your parents sign your application, if you are under 18
- included application fee
- included extra curricular activity sheet if desired
- requested your SAT/ACT/TOEFL scores be sent to the college
- requested appropriate recommendations
- given the Secondary School Report form to the guidance office if your university requires one
- selected a shipping method and made the appropriate payment to the accounting office

Additional student items to be enclosed: _____

Option

1

Guidance department mails only the teacher recommendations, counselor letter, transcripts, and additional paperwork such as activities lists or additional essays. Mailing fees apply.

Option #2 Checklist

Please check to see that you have:

- requested your SAT/ACT/TOEFL scores be sent directly to the university
- requested appropriate recommendations
- given the Secondary School Report form to the guidance office if your university requires one
- selected a shipping method and made the appropriate payment to the accounting office

Additional student items to be enclosed: _____

Option

2

Guidance department provides you with a sealed official copy of your transcript. No fees apply. *Note that this is not an acceptable way to send transcripts to universities in the US or Canada.*

- Put your name on this form and turn it in to the guidance office

Option

3

Part II: Shipping Method

- 16 JD - Applications will be mailed individually, directly to your university via DHL.

Payments must be made in the business office. Attach receipt to this form.