SPENCER

COLLEGE

APPLICATION WEEK

COLLEGE APPLICATION CHECKLIST

[](http://www.acenet.edu/about-ace/special-initiatives/Pages/ACAC.aspx)

 C O L L E G E

APPLICATION WEEK

**Before College Application Week**

**Create a *My KHEAA* account at www.kheaa.com if you have not already done so.**

**Find out the application deadlines.**

o While you are researching schools take note of their application deadlines. Some schools will not accept applications after a certain date, check each college’s ***School Profile*** for details!

**Identify application fees.**

o Many colleges require an application fee when you submit an online application. You can find this information in the ***Admissions*** link of the ***School Profile*** as well as on the introduction page of the application. Unless you have a fee waiver from your school counselor, will have to enter a credit/debit card number on the application or mail a check once it is submitted. If you are eligible for the SAT or ACT fee waiver, then you are likely eligible for an application fee waiver. If you think you may be eligible for an application fee waiver, contact your school counselor.

**Prepare admission essays and personal statements.**

o Some schools may require an admissions essay or personal statement as part of your application. Details will be included in the application, such as word count requirements. Come prepared: bring your essays with you on an external storage/disc and a hard copy, so you can upload your essay file or copy/paste it during the online application session.

**Read the introduction page on the online application.**

o Take your time and read this information carefully. Every college has different requirements and instructions for applicants. This page will offer helpful hints to guide you through the process specific to each college and keep you informed every step of the way.

SC **College Application Checklist**

Below is a list of information you will need in order to complete your online college application. It is best to go over these questions with a family member and write the answer to each question in the space provided.

**FULL NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BACKGROUND & RESIDENCY INFORMATION**

1. Current mailing address and county of residence

*If your mailing address is a Post Office Box, you will also need a physical street address.*

2. Social Security Number *(optional)*

3. Place of birth:

City

State

Country

4. Are you a U.S. citizen? (Yes/No)

5. If you are not a U.S. citizen, enter your INS SEVIS, if you have one, as well as the following information (if applicable):

Permanent Resident Number

Visa type

Non-immigrant visa number and expiration

If you are an international student, have you

taken the TOEFL (date and score)?

6. Date you moved to Kentucky

*This may be your date of birth.*

7. Driver’s license number and date issued

8. Dates and locations of places you have lived outside of Kentucky in the past five years.

Dates: Location:

**FAMILY INFORMATION**

9. Are you eligible for Veterans Affairs (VA) benefits?

10. Are you active duty military or a military dependent?

*If yes, include duty station and home of record.*

11. Are you a military dependent? *If yes, expiration date of military ID card and* *sponsor’s duty station.* *Note: If you have a legal guardian, answer the* *questions in #12 for that person and fill in the* *following information requested on the right* *side.*

12. Place and date of guardian appointment:

City and county

State and county

First designated next of kin/relationship

Second designated next of kin/ Relationship

13. Are your mother and father living?

*(Required)*

14. Parents’ first, middle, and last names

*(Optional)*

15. Is your father a U.S. citizen?

*If not, country of origin? (Optional)*

16. Is your mother a U.S. citizen?

*If not, country of origin? (Optional)*

17Home address of mother and father, if different from yours *(optional)*

18. Dates your parents have been living at the home address *(optional)*

19. Mother’s employment information *(Optional):*

Occupation

Employer

Address

Dates employed

Hours per week

Work telephone

20. Father’s employment information *(optional):*

Occupation

Employer

Address

Dates employed

Hours per week

Work telephone

21. Mother’s educational background with college attended, if applicable *(optional)*

22. Father’s educational background with college attended, if applicable *(optional)*

23. Parents’ marital status *(optional)*

24. Custody status – please select.

*If parents are separated or divorced (optional)*

Joint custody – Mother and father

Sole custody – Mother or father

Other:

25. Emergency Contact Information

*(Other than parent(s) or guardian)*

Name

Address

Home phone

Work phone

26. List any siblings by name and age with any colleges attended including dates.

Name Age College Dates

27. Names and relationship of any relatives who attended institutions to which you may apply.

Name Relationship College Dates

**COLLEGE APPLICATION & MISCELLANEOUS INFORMATION**

28. To what other colleges have you applied or do you plan to apply?

Name(s) Location(s)

29. Intended program(s) or major(s)

30. Name and address of church (if any)*(optional)*

**HIGH SCHOOL INFORMATION**

31. High school name

Mailing address

City

County

State

Country

32. Date of entry

33. Graduation date

34. Course of study (i.e., college tech prep, etc.)

35. School counselor name

Phone number

Fax number

***Note: Be able to provide the information requested in #31 for other high schools you may have attended.***

**ACADEMIC INFORMATION**

36. List the courses you are taking during senior year. Please indicate any that are Honors, AP, or IB.

Fall Semester

Spring Semester

Other (Summer School, Online, etc.)

37. List any college you have attended with address and dates or courses for which you expect to receive college credit and have received college credit.

38. College Entrance Tests Dates and Scores

Test Date Score(s):

PSAT

ACT

SAT

SAT Subject Test(s)

COMPASS

ACCUPLACER/CPT

ASSET

TOEFL

**EXTRACURRICULAR, HONORS, and EMPLOYMENT INFORMATION**

39. Extracurricular activities:

List in order of importance with dates, positions held, honors, and awards.

40. Academic honors/awards:

List these with names and dates. *(E.g. National Honor Society, 2009* *Algebra II Award, 2008)*

41. Employment information:

List any jobs, internships, and volunteer positions with dates, places, hours per week, and a brief description of responsibilities.