

Union County Early College College Application Checklist

PRE-APPLICATION

- Create a list of colleges where I plan to apply.**
Have I selected at least 4 or more places to apply?
Have I looked at at least one public and one private school to apply?

- Create a list of important application dates and deadlines.**
Will I apply early decision or regular decision?
Will I apply to the honor's program?
Which schools will I apply to first?

- Review all materials needed for the each school's application.**
Is a recommendation letter required?
Is an essay required?
Is a resume required?
Is the CSS profile required?

- Decide where you will go to submit the application.**
Common Application? CFNC? School's website?

- Obtain a copy of transcript for review (high school and SPCC).**

- Make a connection with the school.**
Meet individually with a college representative.
Attend an Open House event.
Tour the campus.

- Review the financial aid and scholarship page of each school.**
Do I qualify for any university scholarships?
Do I have to complete a separate application for scholarships?
Do I have to submit my application by a certain deadline to apply for a scholarship?

APPLICATION ITEMS

BRAG SHEETS

- Complete high school brag sheet.
- Make a copy of brag sheet.
- Turn in Brag Sheet to the counseling office.

COLLEGE ADMISSIONS TESTS

- Take the SAT and the ACT at least once.
- Register for the test early fall (Aug-Oct).
- Pay the test fee or submit a fee waiver.

RECOMMENDATION LETTERS

- Check each school to see if a recommendation letter is required.
How many recommendation letters are needed?
Who has to submit a recommendation letter?
Is there a form to complete or email to send for the recommendation letter?
- Ask teachers/counselors/community members if they are willing to write a letter.
- Give a copy of Brag Sheet to each person completing a recommendation letter.

TRANSCRIPTS

- Pay \$5.00 transcript fee to UCEC.
- Determine how each individual school wants transcript sent.
Do I send my transcript through CFNC (only NC schools)?
Do I upload my transcript with my application?
Do I request a paper copy of my transcript to be mailed?
- Send high school transcript to each school.
- Send SPCC transcript to each school.

TEST SCORES

- Create an account with actstudent.org and link 11th grade ACT scores to account.
- Know log in information for collegeboard and actstudent.org.
- Send all SAT scores to each school through collegeboard.org.
- Send all ACT scores to each school through actstudent.org.
- Pay the fee to send your test scores.

APPLICATIONS

- Create an account with the school's website to get updates on application status.
- Proofread application and sign application.
- Include application fee or mail application fee waiver.
- Submit application.
*Record your **high school** weighted GPA*
Apply as a Freshmen with credits

ESSAYS

- Select college essay topic from school's application.
- Write draft of college essay.
- Proofread essay for spelling and grammar.
- Have two people proofread essay.
- Complete essay.