

COMSEWOGUE SCHOOL DISTRICT
Paper Application Cover Sheet
Guidance Department

STUDENTS: Please fill out this form completely. The Guidance Department uses this form to track which supporting documents should be submitted with each application.

Student's name: _____ Application Deadline: _____

Counselor's name: _____

College or university name and address:

Please include the address even if an envelope is provided.

<i>Method:</i>	<i>Paper application {attached}</i>		
<i>Type:</i>	<i>Institution's form/website</i>	<i>Common Application</i>	<i>Common App with Supplement</i>
<i>Plan:</i>	<i>Regular or rolling decision</i>	<i>Early Decision</i>	<i>Early Action</i>
<i>Payment:</i>	<i>Check enclosed</i>	<i>Online payment</i>	<i>Credit card # on application</i>
<i>Major:</i>	_____		<i>or Undecided</i>

Please indicate which of the following should be included in the envelope:

- Complete application*
- Common App Supplement*
- Essay {if attached on separate sheets of paper}*
- Financial certification {often required if you need a student visa}*
- Official transcript and school profile*
 - Include first quarter senior grades on transcript {optional in Nov./Dec only}*
- Secondary school report {form provided by the college}*
- Counselor recommendation*
- Teacher recommendation by _____ Was a form provided?*
- Second teacher recommendation by _____ Was a form provided?*
- Other {describe} _____*
- Other {describe} _____*

Date to Guidance: _____ *Date Sent:* _____ *By:* _____