

Hackensack High School  
Hackensack, New Jersey 07601  
College Application Checklist

ALL COLLEGE APPLICATIONS MUST HAVE THIS CHECKLIST COMPLETED AND ATTACHED. COUNSELORS WILL NOT ACCEPT YOUR APPLICATION WITHOUT THIS CHECKLIST. IF ANY OF THE FOLLOWING IS NOT REQUIRED FOR YOUR APPLICATION, WRITE N/A. ON THE LINE NEXT TO THE ITEM.

\_\_\_\_\_ Student Questionnaire must be submitted with 1<sup>st</sup> Application

\_\_\_\_\_ Transcript request form completed, signed, deadline date

\_\_\_\_\_ Completed application

\_\_\_\_\_ Check stapled to application with student's name written on the check

\_\_\_\_\_ Essay (if required), name on each page

\_\_\_\_\_ Recommendation letter/letters to be included. Student is responsible for asking persons for recommendations and seeing that they arrive at Guidance or at the appropriate Admissions Office

List persons whose letters are to be included:

\_\_\_\_\_ Student Activity Profile

\_\_\_\_\_ 1- 9" x 4" stamped envelopes addressed to the college with no return address listed

\_\_\_\_\_ 1-9" x 12" envelope addressed to the college with no return address listed and 4 first class stamps

\_\_\_\_\_ Official request for SAT I, SAT II, ACT, or TOEFL scores sent directly to colleges by you have been done. (The Guidance Department does not send official scores, only the testing agencies send official scores.)

- You must allow ten school days for processing your transcript and application.
- Check your deadlines. Missing information will delay an application's processing.
- The Guidance Department is closed during the Christmas Break.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Name (Please Print)