

College Application Checklist

Below is a list of information you will *likely need* in order to complete your online college application(s). Bring this completed worksheet with you when you are ready to apply. Note that not all college applications require the same information. Because each Michigan college or university has its own application process, this checklist is *comprehensive* and can be used to help guide seniors on any question they may be asked. Some of these answers can even be used on additional application components, such as essays or guidelines for letters of recommendation. Begin compiling this list early, preferably as soon as you start school in the fall, so you have plenty of time to track down all of the information and think critically about some of the more open-ended questions.

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:

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? Score?

6. Date you moved to Michigan: (This may be your birth date)

7. Driver's License Number and Date Issued:

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

Dates:

Location:

Dates:

Location:

FAMILY INFORMATION

9. Are you eligible for Veterans Affairs (VA) benefits? Yes No

10. Are you active duty military or a military dependent? Yes No
If yes, duty station and home of record

11. Are you a military dependent? Yes No
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 Country:

First Designated Next of Kin/Relationship:

Second Designated Next of Kin/ Relationship:

13. Are your mother and father living? Yes No

14. Parents' First, Middle, and Last Names

15. Is your father a U.S. citizen? Yes No
If not, country of origin?

16. Is your mother a U.S. citizen? Yes No
If not, country of origin?

17. Home address of mother and father, if different from yours:

18. Dates your parents have been living at the home address:

19. Mother's Employment Information

Occupation:

Employer:

Address:

Dates Employed:

Hours per Week:

Work Telephone:

20. Father's Employment Information

Occupation:

Employer:

Address:

Dates Employed:

Hours per Week:

Work Telephone:

FAMILY INFORMATION CONT.

21. Mother's Educational Background with College Attended, if applicable

22. Father's Educational Background with College Attended, if applicable

23. Parents' Marital Status

24. Custody Status – Please select.
If parents are separated or divorced
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:

Family Physician:

Physician 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)

HIGH SCHOOL INFORMATION

30. High School Name:
High School's 6-digit code:
Mailing Address:
City:
County:
State:
Country:

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

31. Date of Entry:

32. Graduation Date:

33. Course of Study (i.e., college tech prep, etc.)

34. School Counselor Name
Phone Number
Fax Number

ACADEMIC INFORMATION

35. 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.)

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

37. College Entrance Tests Dates and Scores: *(if applicable)*

Test	Date	Score(s)
PSAT		
ACT		
SAT		
SAT Subject Test(s)		
COMPASS		
ACCUPLACER/CPT		
ASSET		

EXTRACURRICULAR, HONORS, and EMPLOYMENT INFORMATION

38. Extracurricular Activities:
List in order of importance with dates, positions held, honors, and awards.

39. Academic Honors/Awards:

List these with names and dates.

(i.e., *National Honor Society, 2014*
Algebra II Award, 2013)

40. Employment Information:

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

41. You may be asked to answer the following questions and provide an explanation for any to which you respond "yes." Also be aware you may need to provide additional information at a later date.

Have you been convicted of a crime? Yes No

Have you entered a plea of guilty, a plea of no contest, a plea of *nolo contendere*, or an Alfred plea; or have you received a deferred prosecution or prayer for judgment continued for a criminal offense? Yes No

Have you otherwise accepted responsibility for the commission of a crime? Yes No

Do you have any criminal charges pending against you? Yes No

Have you ever been expelled, dismissed, suspended, placed on probation, or otherwise subject to any disciplinary sanction by any school, college, or university? Yes No

If you have ever served in the military, did you receive any type of discharge other than an honorable discharge?
Yes No

42. During any school year, have you been out of school for reasons other than routine vacations, disability-related reasons, or school-related activities? Yes No

43. Has it been 3 months or more since you graduated, or since you have been enrolled in school? Yes No