

College Information Filing System

Admissions Application Materials

- List of colleges to which applied and contact information for each, e.g. telephone numbers, e-mail addresses, contact names if known
- Copy of application
- Send test scores, ACT or SAT and personal copies (date when sent: _____)
- Copy of essay, if applicable
- Copies of letters of recommendation, if applicable
- Copy of request sent to HS to send initial transcript (date when sent: _____)
- Personal copy of initial transcript
- Deadline for submitting: _____
- Fees for application: _____
- Date when application was sent: _____
- Applied to the following universities: _____, _____
- _____, _____, _____.

Scholarships/Financial Aid

- Copy of FAFSA form
- Date when sent: _____
- Copy of scholarship application(s)
- Date when sent: _____
- Copy of essay, if applicable
- Copies of letters of recommendation, if applicable
- Amount of FA awarded: _____, type _____.
Amount _____, type _____.
Amount _____, type _____.
- Date of acceptance: _____ & copies of forms returned
- Copies of Scholarships received
- Amount of Scholarships: _____, _____,
_____, _____, _____.
- Deadlines to submit scholarship acceptance: _____ & copies of forms returned

Orientations

- When: _____
- Where: _____
- Contact person & phone number: _____ - _____
- Directions: _____

Housing

- Copy of Application
- Deadline due: _____

- Fees: _____
- Copy of assignment of housing
- Name of roommate & phone number: _____ - _____
- What items roommate is bringing: _____, _____, _____
- What items I need to bring: _____, _____, _____, _____
- Obtain a floor plan and/or dimensions of room

Meals

- Copy of meal plan selected and applicable forms
- Deadline due: _____
- Amount due if separate from housing _____ date when due _____.

Placement Tests

- Copy of registration to take the test
- Materials to prepare or review for testing
- When: _____
- Where: _____
- Contact person & phone number: _____ - _____
- Directions: _____

Immunizations

- List of what immunizations are needed: _____, _____, _____, _____, _____.
- Copies of immunizations
- Deadline due: _____
- Where to send copy: _____
- Date sent: _____

Transcripts

- Copy of request sent to HS to send final transcript
- Date sent: _____
- Personal copy of transcript
- Copy of request sent to college to send final college transcript, if applicable
- Date sent: _____
- Personal copy of transcript
- Copies of AP and/or CLEP scores sent.
- Date sent: _____

Registration

- When: _____
- Where: _____
- Copy of registration course schedule
- Fees due: _____
- If registration is electronic, obtain user name and password for access

- **Deadline:** _____

Books

- **Where:** _____
- **What books are needed:** _____

- **What books ordered:** _____

- **Costs:** _____

Recommended Supplies

- **Comforter/bedspread**
- **Pillow**
- **Bed linens (ask what size bed)**
- **Personal hygiene items**
- **Clothes hangers**
- **Coffee mug**
- **Drinking cups, dishes & silverware for snacks**
- **Poster putty for hanging up decorations**
- **Plastic containers with tight lids for storing snacks, detergent, etc.**
- **Salt and pepper shakers**
- **Headphones (so your music doesn't bother your roommate or neighbors)**
- **Power strip approved by the housing office**
- **Desk lamp or bed lamp**
- **TV/VCR (there's usually a common area TV if you don't bring one)**
- **Stereo**
- **Fan**
- **Hair dryer**
- **Alarm clock**
- **Electric blanket**
- **Small refrigerator/microwave (check with college for restrictions)**
- **Crates or stacking containers**
- **Paper towels, glass cleaner**
- **Laundry detergent and related supplies**
- **Sewing kit, scissors, safety pins**
- **Message board for your door**
- **Basic tool kit: screw drivers, pliers, hammer, tape measure**
- **Iron???**
- **Sports equipment e.g. basketball, baseball and glove, football, Frisbee, etc.**
- **Calculator**
- **Determine if the university recommends that you bring a computer**