

Deadline: _____ (For Counseling Department Use Only)

REQUEST FORM
College/Scholarship Application Documents

Please complete the form carefully and return to Ms. Couch

**This form must be submitted (10) working days prior to the deadline request.
If submitted within 10 days, the document will not be guaranteed timely delivery.**

Name: _____ Form Turn In Date: _____
Preferred Email Address for Confirmation of Completion: _____
Directions: PLEASE CHECK ALL THAT APPLY TO THIS REQUEST:

This request is for:

_____ College Admissions, Special Program at a College, or Scholarship through a College
_____ A Private Scholarship (a scholarship NOT affiliated with a college)

Neatly write the name and address of the College/Program/Scholarship this request is for:

College/Scholarship/Person

Street Address

City/State/Zip Code

_____ I need an **Official Transcript** submitted for this request

_____ I filled out the **Common Application** for this school (*SKIP TO THE LTR OF REC SECTION*)

If you did NOT use the Common Application for this school or scholarship, what type of application did you use?

_____ I completed an **online** application

_____ I completed a **paper** application

Do you need a School Report/Counselor Evaluation? (SKIP if Common App was used for this school)

_____ YES*

_____ NO

***If Yes**, please check one of the following:

_____ I submitted Ms. Couch's email address. She will receive a **request** and **can fill this out online**.

_____ This must be done on paper (there was no online option). I was told to print it out and **it is attached to this form**.

TURN OVER 

Letters of Recommendation:

If you used the Common Application for this application:

_____ I filled out the Common App for this school and **ALL** my teachers are submitting their letters online.

_____ I filled out the Common App, but **at least one** of my letters of recommendation will need to be mailed. (You are responsible for obtaining and submitting Letters of Rec from teachers/other recommenders. Ms. Brown does NOT send these on behalf of students.)

If you applied for this college, program, or private scholarship and DID NOT use the Common App:

_____ I need a Letter of Rec **from a counselor** and it needs to be sent in the mail.

_____ I need a Letter of Rec **from a counselor** and it needs to be submitted online. (Ms. Brown will get an email.)

Student Résumé:

_____ I am requesting that my Résumé be sent. (You must attach a new copy of your Résumé to this form.)

Additional Documents:

Do you need anything else sent? If so, please describe here: (You must attach documents to this form.)

What is the deadline for this application? (This must be the actual deadline.*) _____

*I do my absolute best to complete all requests within (10) working days, but I need to know your actual deadline. Thank You!

Does it need to be **postmarked** by this date or **received** by this date? _____

Student Information:

You will get an email confirmation from Ms. Couch once this request has been completed. (It will be sent to your school email address. Check frequently for emails from college(s) and me.

Contact the college/scholarship in TWO weeks to verify they have received all documents sent by mail. If they have not received them in two weeks, contact Ms. Couch and these can be re-mailed.

For Counseling Department Use Only:

Date Item(s) Mailed/Submitted Online: _____

Mailed/Faxed/Submitted Online By: _____