

**Convent of the Sacred Heart High School
College Counseling Office
Completing the College Application Packet**

1. The student will send these items to each college via the Internet or US mail:

1. The College Application
2. The Essay or Personal Statement
3. The High School Resume (optional)
4. The Application Processing Fee
5. ****Official test scores- CSH includes your test scores (SAT, ACT and etc.) on the back of your official transcript. Some colleges will require you to send official test scores directly from the testing service. To be safe I highly recommend your scores to be sent from the test service directly to the college, which you are applying to.
6. A thank you note (not an email) to anyone in the Admissions office who has helped you, given you a tour, or interviewed you.

2. The student must submit the following items to the college counseling office:

1. Brag Sheet/Resume
2. Junior Questionnaire
3. Senior Questionnaire Update
4. Summer Update 2004
5. Summer Update 2005
6. Hodge Podge
7. Educational History
8. The CSH Transcript Release Authorization Form- this includes standardized test scores
9. Large white envelope with Pink College List taped to the outside.
The list should be completely filled out and include **(due November 1st):**
 - all Counselor Recommendation Forms or Secondary School Reports
 - all Mid-Year Reports
 - resume
 - 2 loose stamps for each application to help cover the cost of sending your college materials.

3. The student must submit the following items to two teachers:

1. One large manila envelope with all teacher recommendation forms inside with the Green Faculty Recommendation Form stapled taped outside
2. Teacher Evaluation forms for each college (some colleges may not have these)

3. Resume
4. CSH business envelopes (found in Ms. Wandro's office) for each college you are applying to

The College Counseling Office will send these items to each college you have applied to (pink list and Naviance tells me which colleges you are applying to)

1. The Secondary School Report Form
2. The Counselor's Letter of Recommendation
3. Two Letters Of Recommendation from Teachers and their forms
4. CSH Official Transcript
5. CSH School Profile
6. SAT scores (if included on back of transcript)
7. ACT scores (if included on back of transcript)
8. SAT II scores (if included on back of transcript)
9. The Mid-Year Report
10. Mid-Year Transcript (with 1st semester senior grades- January)
11. The Final High School Transcript (with final senior grades- June)