**Application Checklist**

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| **College:** | **Check if Completed** | **Notes** |
| **Review the Application**  |
| Make a note of regular deadline |  |  |
| Make a note of early application deadline |  |  |
| Make a note of scholarship deadline |  |  |
| **Sending Transcripts** |
| Request high school transcript |  |  |
| Request GSA transcript (Include stamped envelope ) |  |  |
| Request midyear reports at end of semester |  |  |
| **Sending Test Scores** |
| Verify tests required for admission |  |  |
| Request Score Reports (i.e., ACT/AP/IB/SAT) |  |  |
| Complete any school-specific placement tests |  |  |
| **Prepare Arts-Related Materials** |
| Meet with GSA teacher for review |  |  |
| Request portfolio review/schedule audition |  |  |
| Prepare for in-person review/audition |  |  |
| Submit final arts-related supplements |  |  |
| **Request Recommendations (include the following documents)** |
| Cover letter (include school deadlines) |  |  |
| Resume |  |  |
| Portfolio and/or images of performance |  |  |
| Stamped/addressed envelope or online link |  |  |
| Send a thank you note when complete |  |  |
| **Admission Essay/Supplements** |
| Review essay prompt(s) |  |  |
| Draft initial essay |  |  |
| Have two people review essay |  |  |
| Complete final revisions |  |  |