



College Application Request Form

Complete this form for EACH college application you submit to Miss Nogales

Student: _____

LAST NAME	FIRST NAME	MIDDLE NAME
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Student #: _____ Date: _____

Name of College/University: _____

Deadline date for this application: _____

Type of Application you submitted:

Paper Application—Paper application that you mail in (mailing is the student’s responsibility).

On-line Application—This is totally completed on-line.

Blended Application—Part of your application will be done on-line, but you will be required to print our forms that need to be complete by your counselor and attach them to this sheet.

Common Application—Requires a letter of recommendation request form. Students applying for college using the common application will receive an appointment time with Miss Nogales when this form is turned in.

How will the school counselor submit her portion of the above application?

Common App Send EDU Mail Other: _____

The School Counselor will send your **official transcript** and **test scores (ACT & EOCE)** with the above information. Be sure to send ACT/SAT scores directly to the college/university if required by the college. If your transcript is sent by mail, it may take up to 3 weeks for the University/College to process your paperwork. Students can request additional transcripts be sent after 3 weeks

<p>Possible attached forms:</p> <p><input type="checkbox"/> Fee Waiver (if you qualify)</p> <p><input type="checkbox"/> Letter of Recommendation Request Form (ONLY for Miss Nogales)</p> <p><input type="checkbox"/> Letter of Recommendation from teacher...</p>	<p>Other Attached Forms:</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>
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- Guidelines:**
- Hand the application materials directly to Miss Nogales for review during office hours. Do not just leave it on her desk.
 - **Allow LHS three weeks for processing.** Watch your deadlines!
 - **School Counselors’ Office CAN NOT process this application without the completion of ALL necessary requirements!**

I HAVE COMPLETED MY APPLICATION; ALL NEEDED FORMS, RECOMMENDATIONS, ESSAYS, ETC. ARE INCLUDED.

Student Signature: _____ Date: _____

Office Use Only:	Comments:		
DATE RECEIVED :	DATE SENT OUT:	MEETING DATE:	COUNSELORS INITIALS