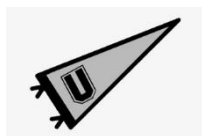


Checklist for: **University's/College's application** OR [Common Application](#)



- (1.) Essay(s):
 - *Subject of essay is usually noted on the application.*
- (2.) Recommendation(s):
 - *What are the of the Min/Max Number of recommendations for each school?*
 - *Before assigning someone, ASK instructor/professor first. E-mail is a great way to communicate, but be sure to include the following information:*
 - *Introduce yourself: remind instructor who you are: class taken with professor, when, etc., academic goals and to which schools you are applying.*
 - *Share the submission options (on-line **OR** hard copy).*

Please be respectful when monitoring activity for Recommenders' submissions, and respect their decisions (may decline, may choose to do a hard copy).
- (3.) QCC OFFICIAL Transcripts: [Order on-line at the QCC Registrar's site](#)
 - ***QCC CANNOT forward any transcripts***
 - ***Transcripts should be sent to the institution(s) you are applying to***
- (4.) OFFICIAL Transcripts if you attended any other colleges/universities: Go to the college's/university's website to find out how to order official transcripts.
 - ***QCC CANNOT forward any transcripts***
- (5.) Secondary Education (high school)
 - *High School Transcripts*
 - *Contact your high school*
 - [GED or HiSET diploma](#)
- (6.) [ACT/SAT](#) scores
- (7.) Mid-term report: As part of their evaluation process, colleges find it helpful to receive a general indication of how applicants are performing in their current courses.
 - *Download the form*
 - *Fill out your information*
 - *Ask each of your current instructors to complete the information on the form.*
 - *Once you have gathered all required signatures, mail a copy of this form to each college to which you are applying.*
 - *Be sure to retain the original copy for your records.*

- (8.) Transfer College Report:
- Students should **print** out a copy of this form for EACH receiving institution (if mailing)
 - Provide document(s) to QCC Assistant Dean of Students, Mr. Jason Kurland, Room **383A**, with the receiving University's FAX number OR a stamped, addressed envelope
 - The form can also be left with Mr. Kurland's administrative assistant, Susan Meola, in 364A
 - Please note your QCC ID# on this form for Mr. Kurland
- (9.) Course descriptions of all completed and in progress college courses **OR** Course syllabi of all completed and in progress college courses
- Course descriptions can be found on the QCC website under "[Academics](#)" or "[Course Offerings](#)" or students can find them in the QCC catalog, beginning on [page 353](#).
 - Course syllabi: If you did not keep your syllabi from classes, please contact the academic area's administrative assistant. Find the correct academic area [here](#).
- (10.) Interview: Remember that an interview is an opportunity to have a one-to-one conversation and allows you to tell the school about yourself and to ask specific questions about the receiving institution.
- Does the college/university require an interview? Is it an option?
- (11.) QCC Official FINAL Transcript: [Order on-line at the QCC Registrar's site](#)
- Once you have completed all your coursework at QCC and grades are posted, send your QCC official, FINAL transcript to the receiving institution.