

# College Application Checklist

Name of College/University \_\_\_\_\_

Deadline \_\_\_\_\_

*Complete this checklist for each college/university you apply to.*

**Completed application (Cost: varies but usually around \$30 per application)**

Please note that for the Coalition and Common applications you will have to pay a separate application fee for each school you apply to.

If you are eligible for SAT/ACT fee waivers, see your counselor to get an application fee waiver.

**High School Transcript (Cost: First 3 are free, after that \$2 each)**

To request a transcript, complete the "Transcript" binder at the front desk of the guidance office.

**College Transcript—for dual enrollment courses (Cost: Polk State \$5, SEU \$8)**

Must send a college transcript if you have taken or are in progress of taking a dual enrollment course. Make sure to send a transcript from PSC and SEU if you are taking or have taken classes through both institutions (See How to Order College Transcripts handout).

**SAT or ACT scores (Cost: \$12 per score report)**

To send visit [www.collegeboard.org](http://www.collegeboard.org) (SAT) or [www.actstudent.org](http://www.actstudent.org) (ACT), go to the Dashboard, and click on "Send Test Scores". You will have to follow the instructions for how to send test scores and pay the fee for sending.

**Completed Self-Reported Student Academic Record (SSAR) (Cost: Free)**

*The following Florida universities require the SSAR: UF, FAU, FGCU, FSU, New College, and UNF.*

The SSAR is used to enter your academic record electronically and send to colleges. To create a SSAR account visit <https://ssar.selfreportedtranscript.com/>. Students should report grades exactly how they appear on their transcript or Student Scholastic Record (SSR). After completing the SSAR you will have to link it to each school you are applying to. Your application is not complete until the SSAR is submitted.

**Letters of Recommendation (Cost: Free)**

Some colleges/universities will require that you submit letters of recommendation. Typically, you provide the recommenders email address and they will be emailed instructions for how to submit the letter of recommendation. Be sure to notify this person in advance so they will be looking for this email. Give your recommender approximately 2 weeks notice and an academic resume.

**Please Note: Most universities will give you the ability to create an online account. This information can be found in the confirmation email you receive indicating your application was received. Check your junk or spam email. Through this online account you can track the status of your application to make sure you complete all requirements and that they receive your supplementary materials. Check this account frequently to make sure your application is complete.**

# How to Order Official College Transcripts

(for dual enrollment courses)

College transcripts (for dual enrollment courses) must be sent to all colleges/universities that you apply to. Remember to send transcripts from Polk State and Southeastern if you have taken courses through both institutions.

*\*Most colleges require a college transcript even if you are "in progress" with a course.*

## WHAT YOU WILL NEED

- ✓ Payment Method—Major Credit Card (Cash is not accepted for transcript orders)
- ✓ Recipient Info—Email Address and Contact Name (for electronic copies), mailing address (for paper copies)
- ✓ Your social security number and Polk State or SEU ID number

## POLK STATE (Cost: \$5 per transcript)

1. To place a transcript order through Polk State, it must be done through your **PASSPORT** account by visiting <https://passport.polk.edu/Genesis/navigate/student2.jsp>
2. Login to your **PASSPORT** account, and click the **OFFICIAL TRANSCRIPT** icon under Quick Links. You will be directed to the Credentials Inc. ordering system for Polk State College. Follow the instructions to send a secured PDF through **FASTER** (preferred).
3. You may order a paper copy by following the instructions under the Official Transcript link in **PASSPORT**.
4. After submitting your order, you will see a screen with a title of **ORDER ACCEPTED FOR PROCESSING**. Make note of the 9 character order number in case you need to contact Polk State about your order.
5. To track the status of your order, go to [transcriptsplus.net/order](https://transcriptsplus.net/order) and click on the **CHECK THE STATUS OF MY ORDER** link.

## SOUTHEASTERN (Cost: \$8 per transcript)

1. To place a transcript order through SEU, visit <https://www.credentials-inc.com/tplus/?ALUMTRO001521>
2. This will bring you to the Transcript Ordering Services page, click on **BEGIN ORDER** to complete the online request. You will be directed to the Credentials Inc. ordering system for SEU.
3. After submitting your order, you will see a screen with a title of **ORDER ACCEPTED FOR PROCESSING**. Make note of the 9 character order number in case you need to contact SEU about your order.
4. To track the status of your order, go to [transcriptsplus.net/order](https://transcriptsplus.net/order) and click on the **CHECK THE STATUS OF MY ORDER** link.

**Please note:** Official transcripts will be delivered by secure PDF format or electronic exchange through a service called **FASTER**. A recipient email address is required to order a transcript via secure PDF (can be found on the website of the college/university you are applying to). This is the quickest way to send transcripts and should be used if the college/university uses this method. Paper copies can be ordered, but take longer to arrive and should only be used if the college/university does not participate in the **FASTER** system.