



**Ocean City High School**  
**Guidance Department**  
**College Application Checklist**

- 1. \_\_\_\_ I have updated the universities/colleges I am applying to in Naviance
- 2. \_\_\_\_ I have emailed an updated and professional resume' to my counselor
- 3. \_\_\_\_ I have Created a Common Application account (write N/A if you are not applying to a common application school)
- 4. \_\_\_\_ I have signed the FERPA agreement on Common Application and linked it to my Naviance account

OR

\_\_\_\_ I have completed the FERPA Statement on Naviance because I do not have/need a common application account (you will find it under the link to *College's I'm Applying To*)

- 5. \_\_\_\_ I have sent my SAT Scores/ ACT and/or TOEFL directly to all colleges I have applied to or plan to apply to (OCHS DOES NOT SEND SCORES)
- 6. \_\_\_\_ I have submitted the required information to my school counselor for a recommendation letter (will vary by counselor)
- 7. \_\_\_\_ I have submitted a request in person to two teachers using the Guidance Office's **Teacher Recommendation Request Form** along with an attached resume'.
- 8. \_\_\_\_ I have added the teacher recommendation requests to Naviance.
- 9. \_\_\_\_ I will submit a completed **OCHS Transcript Request Form for College Applications for EVERY college I apply to directly to my school counselor 10 business days prior to the due date.**

**10. By signing below, I am acknowledging and agreeing to the policies and procedures as set forth by the Ocean City School District Guidance office. I understand that if I do not follow the guidelines my applications will not be processed.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Printed)