

Upper Perkiomen High School APPLICATION SUBMISSION FORM

YOU MUST COMPLETE *ONE FORM FOR EACH COLLEGE OR SCHOLARSHIP APPLICATION* AND MUST ALLOW 12 SCHOOL DAYS TO PROCESS THIS REQUEST. TRANSCRIPT FEE FOR EACH APPLICATION - \$2.00.
YOUR TRANSCRIPT REQUEST CANNOT BE PROCESSED WITHOUT SUBMITTING THIS FORM TO GUIDANCE.

STUDENT NAME _____ Student ID# _____
College/University _____ or NCAA (check here) _____
Campus/Branch (if applicable) _____ City & State of College _____

- I am submitting the following type of application to the college: (circle one)
Common Application online Other application online Paper application
- I have logged my transcript request in my Naviance Family Connection account. ____ **(initials)**
See **College Application Process for UPHS Seniors** (on UPHS Guidance website) for helpful tips.
- I have submitted my signed **Parental Transcript Release Consent** form to the UPHS Guidance Office.
Must only be completed *once* in your senior year for all transcript requests. ____ **(initials)**
- For **COMMON APPLICATION** applicants *only*:
I have set up my Common Application account on commonapp.org and entered my common application user name and password in Naviance Family Connection.
I have completed my FERPA waiver.
All items mentioned above are complete. ____ **(initials)**
- The admission option to which I am applying is: (circle one)
Rolling Admission Regular Decision Early Decision Early Action
Deadline date _____
- I will release my college entrance test scores. I understand that I am responsible to send my ACT and/or SAT Reasoning, SAT Subject Tests, and/or AP exams to the college/university listed above. ____ **(initials)**
- The college/university is requesting a Counselor letter of recommendation ____yes ____no
(ie: Common Application Secondary School Report)
If yes, I have spoken personally to my counselor regarding this request. ____ **(initials)**
- The college/university is requesting Teacher letters of recommendation ____yes ____no
If yes, I have spoken personally to the teachers who are writing my recommendations.
In addition, I have handed them an **Official Request for Letter of Recommendation**. ____ **(initials)**
Teacher Recommender #1 _____
Teacher Recommender #2 _____
- If letters of recommendation are requested, I have completed the following tasks in
Naviance Family Connection: ____ **(initials)**
 - Senior Brag Sheet/Questionnaire** - "About Me"
 - Optional - Resume** - "About Me"
 - Added teacher's/counselor's name(s) under Teacher Recommendations - "Colleges I'm applying to"
- NCAA ONLY** (if this is applicable): I have applied online to the NCAA (for Division 1 or 2 schools only) and am attaching the NCAA Eligibility Transcript Request form. ____ **(initials)**

FOR OFFICE USE ONLY

____ (Initials of Receiver) ____ (Date Received) ____ (\$2 Transcript Fee) First Application? Yes/No
____ (Transcript Uploaded or Printed) ____ (Transcript submitted)
____ (Counselor Recommendation submitted) ____ (SR Submitted)
____ (Mailed, if college does not accept electronic transcript)