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# College Application Checklist/Worksheet

## College Application Week

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Helping You Plan, Apply,  
And Pay for College



Carolinan Association of Collegiate  
Registrars and Admissions Officers

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An electronic version of this document is available online for students at [CFNC.org/CAWSeniors](http://CFNC.org/CAWSeniors) and for Site Coordinators at [CFNC.org/CAWSchool](http://CFNC.org/CAWSchool).

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### Before College Application Week

- ✓ **Create a “My CFNC Account” at CFNC.org if you have not already done so.**
- ✓ **Update your My CFNC Profile**
  - Click on the blue tab, **My CFNC** – Your Profile to review the information in your student profile and make sure all the data is up-to-date. The basics and experiences and activities fields completed in your profile will automatically appear in your applications. By checking this information first, your application process will be easier and take less time.
- ✓ **Explore Postsecondary Schools**
  - Check out colleges and universities in the orange tab **Plan for College** and select Explore Postsecondary Schools. The College **Matching Assistant** will help you choose which postsecondary schools best meet your needs. There are several different characteristics you can choose from. Once you have selected the options that best meet your needs, you may view a list of matching schools.
- ✓ **Save your Favorite Schools**
  - When you are exploring schools, you can save your favorites by selecting **Save to Your Profile** on the left menu bar. This way, when you log into your My CFNC account, you are linked to this school directly from your profile.
- ✓ **Find out the Application Deadline(s)**
  - While you are researching colleges, find out what deadlines, if any, campuses have for applications. This information can be found in the **School Profile** section. Some schools will not accept applications after a certain date, so if you have a favorite school, make sure to find out early in your search the application schedule.
- ✓ **Identify Application Fee(s)**
  - Many colleges require an application fee when you submit an online application. You can find this information in the Admissions link of the **School Profile** and the introduction page to the application will inform you of the fee amount, if any. Unless you have a fee waiver from your school counselor, you need to be prepared to enter a credit/debit card number or mail a check once you complete your online application. Typically, if you are eligible for the SAT fee waiver, then you are eligible for an application fee waiver. If you think you may be eligible for an application fee waiver contact your high school counselor.
- ✓ **What if you are required to submit an admission essay or personal statement?**
  - Make sure you write your essay before the event! Bring your essay(s) with you preloaded on a disc or flash/jump drive you can use to copy and paste into your online application. Make sure you have a hard-copy as well for back-up. You will be able to upload your essay file or copy and paste it during the online application session.
- ✓ **Read the Introduction Page on the Online Application.**
  - Take your time and read this information carefully. Every college has different requirements and instructions for applicants. This page will offer helpful hints to guide you through the process specific to each college and keep you informed every step of the way.

## College Application Checklist

Below is a list of information you will need in order to complete your online college application. It's best to go over these questions with a family member. Write the answer to each question in the space provided. Having this completed worksheet with you when you are ready to apply will be very helpful. Much of the information requested can be auto-populated from your CFNC Profile for each online application you complete. Therefore, completing your **My CFNC Profile** on CFNC.org prior to College Application Week will save much needed time if you are applying to more than one college.

**NAME:** \_\_\_\_\_

<b>BACKGROUND &amp; RESIDENCY INFORMATION</b>	
1. Current Mailing Address and County of Residence <i>If your mailing address is a Post Office Box, you will also need a physical street address.</i>	
2. Social Security Number <i>(optional)</i>	
3. Place of Birth City State Country	
4. Are you a U.S. citizen? (Yes/No)	
5. If you are not a U.S. citizen, enter your INS SEVIS, if you have one, as well as the following information (if applicable): Permanent Resident Number Visa Type Non-Immigrant Visa Number and Expiration If you are an international student, have you taken the TOEFL? Date? Score?	
6. Date you moved to North Carolina <i>This may be your birth date</i>	
7. Driver's License Number and Date Issued	
8. Dates and locations of places you have lived outside of North Carolina in the past five years.	
Dates: _____	Location: _____
Dates: _____	Location: _____
Dates: _____	Location: _____



FAMILY INFORMATION	
9. Are you eligible for Veterans Affairs (VA) benefits?	
10. Are you active duty military or a military dependent? <i>If yes, duty station and home of record</i>	
11. Are you a military dependent? <i>If yes, expiration date of military ID card and sponsor's duty station</i>	
<p><i>Note: If you have a legal guardian, answer the questions in #12 for that person and fill in the following information requested on the right side.</i></p> <p>12. Place and Date of Guardian Appointment City and County State and County First Designated Next of Kin/Relationship Second Designated Next of Kin/ Relationship</p>	
13. Are your mother and father living? <i>(required) (what if only one is living?)</i>	
14. Parents' First, Middle, and Last Names <i>(optional)</i>	
15. Is your father a U.S. citizen? <i>If not, country of origin? (optional)</i>	
16. Is your mother a U.S. citizen? <i>If not, country of origin? (optional)</i>	
17. Home address of mother and father, if different from yours <i>(optional)</i>	
18. Dates your parents have been living at the home address <i>(optional)</i>	
<p>19. Mother's Employment Information <i>(optional)</i> Occupation Employer Address Dates Employed Hours per Week Work Telephone</p>	



20. Father's Employment Information <i>(optional)</i> Occupation Employer Address Dates Employed Hours per Week Work Telephone			
21. Mother's Educational Background with College Attended, if applicable <i>(optional)</i>			
22. Father's Educational Background with College Attended, if applicable <i>(optional)</i>			
23. Parents' Marital Status <i>(optional)</i>			
24. Custody Status – Please select. <i>If parents are separated or divorced (optional)</i> Joint custody – Mother and Father Sole custody – Mother or Father Other:			
25. Emergency Contact Information <i>(other than parent(s) or guardian)</i> Name Address Home Phone Work Phone Family Physician Physician Phone			
26. List any siblings by name and age with any colleges attended including dates.			
Name	Age	College	Dates
27. Names and relationship of any relatives who attended institutions to which you may apply.			
Name	Relationship	College	Dates

COLLEGE APPLICATION & MISCELLANEOUS INFORMATION	
28. To what other colleges have you applied or do you plan to apply?	
Name(s)	Location(s)
29. Intended Program(s) or Major(s)	
30. Name and Address of Church (if any)	

HIGH SCHOOL INFORMATION	
31. High School Name Mailing Address City County State Country	
32. Date of Entry	
33. Graduation Date	
34. Course of Study (i.e., college tech prep, etc.)	
35. School Counselor Name  Phone Number Fax Number	
<i>Note: Be able to provide the information requested in #31 for other high schools you may have attended.</i>	



<b>ACADEMIC INFORMATION</b>		
36. List the courses you are taking during senior year. Please indicate any that are Honors, AP, or IB.		
Fall Semester	Spring Semester	
Other (Summer School, Online, etc.)		
37. List any college you have attended with address and dates or courses for which you expect to receive college credit or have received college credit.		
38. College Entrance Tests Dates and Scores: Does TOEFL need to be included here?		
Test	Date	Score(s)
PSAT		
ACT		
SAT		
SAT Subject Test(s)		
COMPASS		
ACCUPLACER/CPT		
ASSET		

EXTRACURRICULAR, HONORS, and EMPLOYMENT INFORMATION	
39. Extracurricular Activities: List in order of importance with dates, positions held, honors, and awards.	
40. Academic Honors/Awards: List these with names and dates. <i>(i.e., National Honor Society, 2009 Algebra II Award, 2008)</i>	
41. Employment Information: List any jobs, internships, and volunteer positions with dates, places, hours per week, and a brief description of responsibilities.	
42. You may be asked to answer the following questions and provide an explanation for any to which you respond "yes."	
Have you been convicted of a crime? Have you entered a plea of guilty, a plea of no contest, a plea of <i>nolo contendere</i> , or an Alfred plea; or have you received a deferred prosecution or prayer for judgment continued for a criminal crime? Have you otherwise accepted responsibility for the commission of a crime? Do you have any criminal charges pending against you? Have you ever been expelled, dismissed, suspended, placed on probation, or otherwise subject to any disciplinary sanction by any school, college, or university? If you have ever served in the military, did you receive any type of discharge other than an honorable discharge?	
43. During any school year, have you been out of school for reasons other than routine vacations, disability-related reasons, or school-related activities?	
44. Has it been 3 months or more since you graduated, or since you have been enrolled in school?	