



# Worksheets

# What's My Ideal College?

Directions	Scoring
Rate schools based on how well they fit your criteria. Total the scores. (Place a ★ next to the criteria most important to you.)	4 – 5: Perfect fit. 2 – 3: Kind of meets my criteria. 0 – 1: Doesn't fit.

**SCHOOL 1:**    **SCHOOL 2:**    **SCHOOL 3:**

	★			
I want a school that is located:				
a. Close to home				
b. As far away as possible				
c. Somewhere in between				
I prefer a campus size that is:				
a. Small (under 5,000)				
b. Medium (5,000 – 15,000)				
c. Large (15,000+)				
I want the school to be in the:				
a. City				
b. Suburbs				
c. Country				
I want to be able to live:				
a. On campus, in a dorm or apartment				
b. Off campus, in an apartment or house				
c. At home				
I would prefer a college that is:				
a. Private (not a public or state school)				
b. Single-sex				
c. Religiously affiliated				
d. Known for serving ethnic or racial minorities				
e. None of these are important to me				
I want to complete my degree in:				
a. 2 years or less (apprenticeship, CTE, associate's degree)				
b. 4 years (bachelor's degree)				
I want to participate in the following activities:				
a. Sports (intramural, Division I, Division II, Division III)				
b. Student government				
c. Community service				
d. Greek life (fraternities and sororities)				
e. Other clubs and activities				
I want to use the following student services:				
a. Tutoring/academic support				
b. Counseling and health services				
c. Study abroad				
d. Disability access				
e. Other:				
<b>Total</b>				

# College Visit Profile

	SCHOOL 1		SCHOOL 2		SCHOOL 3	
School name						
School website						
School type (technical college, 2-year, 4-year, etc.; public, private)						
School setting (city, suburb, country)						
Student body size						
Location (in-state, out-of-state)						
Distance from home						
Degree types offered (e.g. AA, AS, BA, BS)						
Majors I'm interested in	1. 2. 3.		1. 2. 3.		1. 2. 3.	
Admissions contact	Name: Phone: Email:		Name: Phone: Email:		Name: Phone: Email:	
Admissions requirements	ACT/SAT: GPA:		ACT/SAT: GPA:		ACT/SAT: GPA:	
On-campus housing	Available	Not available	Available	Not available	Available	Not available
Deposit amount						
Deposit due date						
Estimated Cost of Attendance						
Free Application for Federal Student Aid (FAFSA)	School code: Deadline:		School code: Deadline:		School code: Deadline:	
Available financial aid (grants, work-study, loans)						
Available scholarships	Name: Deadline:		Name: Deadline:		Name: Deadline:	
	Name: Deadline:		Name: Deadline:		Name: Deadline:	
	Name: Deadline:		Name: Deadline:		Name: Deadline:	

SERVICES FOR STUDENTS						
	Available	Not available	Available	Not available	Available	Not available
Career Center	.	.	.	.	.	.
Computer labs	.	.	.	.	.	.
Free tutoring	.	.	.	.	.	.
Math center	.	.	.	.	.	.
On-campus health center	.	.	.	.	.	.
Summer orientation	.	.	.	.	.	.
Writing center	.	.	.	.	.	.
Other:	.	.	.	.	.	.
Other:	.	.	.	.	.	.

# My Top 4 Colleges

	(1)	(2)	(3)	(4)
<b>ESSAY OR PERSONAL STATEMENT REQUIRED?</b>  <i>TOPIC/REQUIREMENTS</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO  _____ _____ _____ _____ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO  _____ _____ _____ _____ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO  _____ _____ _____ _____ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO  _____ _____ _____ _____ _____
<b>RECOMMENDATIONS REQUIRED?</b> <i>HOW MANY?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO _____	<input type="checkbox"/> YES <input type="checkbox"/> NO _____	<input type="checkbox"/> YES <input type="checkbox"/> NO _____	<input type="checkbox"/> YES <input type="checkbox"/> NO _____
<b>SAT/ACT REQUIRED?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>APPLICATION COST</b> <i>PAYMENT DEADLINE</i>	\$ _____ _____	\$ _____ _____	\$ _____ _____	\$ _____ _____
<b>APPLICATION FEE WAIVER ACCEPTED?</b> <i>WHICH ONES?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO _____	<input type="checkbox"/> YES <input type="checkbox"/> NO _____	<input type="checkbox"/> YES <input type="checkbox"/> NO _____	<input type="checkbox"/> YES <input type="checkbox"/> NO _____
<b>APPLICATION DEADLINE</b>	_____	_____	_____	_____
<b>DEADLINE FOR SCHOLARSHIPS/ FINANCIAL AID</b>	_____	_____	_____	_____
<b>ACCEPTANCE OF ADMISSION DEADLINE</b>	_____	_____	_____	_____

# College Application Worksheet

## PERSONAL INFORMATION

Legal Name: \_\_\_\_\_

Any Other Names Used: (for transcripts, etc.): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Are you a US citizen?  YES  NO

If you are not a citizen, do you hold a Visa? Are you applying for a Visa? What kind? \_\_\_\_\_

If you are a permanent resident, what is your alien registration number? \_\_\_\_\_

*\*\*If you are a permanent resident, you will need to send a photocopy of your alien registration card with your application.*

Gender:  M  F Race/Ethnicity: \_\_\_\_\_

Are you currently serving in the U.S. Armed Forces?  YES  NO Have you ever served in the U.S. Armed Forces?  YES  NO

Are you a spouse or child of a person currently serving, or who has served, in the U.S. Armed Forces?  YES  NO

## APPLICATION INFORMATION

When do you plan to start (fall, spring, summer)? \_\_\_\_\_

Planned Major: \_\_\_\_\_

## HIGH SCHOOL INFORMATION

Name of School: \_\_\_\_\_

City & State: \_\_\_\_\_ School phone number: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

## COLLEGE ENTRANCE EXAMS

ACT Date(s) Taken: \_\_\_\_\_ Scores: \_\_\_\_\_

SAT Date(s) Taken: \_\_\_\_\_ Scores: \_\_\_\_\_

SAT Subject tests: Subject: \_\_\_\_\_ Date(s) Taken: \_\_\_\_\_ Scores: \_\_\_\_\_

**DISCIPLINARY ACTIONS**

Are you currently or have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution?  YES  NO

Have you ever been charged with a violation of the law, misdemeanor and/or felony (even if adjudication was withheld) which resulted in, or, if still pending, could result in, probation, community service, restitution, a jail sentence or the revocation or suspension of your driver’s license (you are not required to include traffic violations which only resulted in a fine)?  YES  NO

If your answer to either of the above questions is yes, you must submit a full statement of relevant facts on a separate sheet, and may be required to supply the institution with copies of all official documents explaining the final disposition of the proceedings. Failure to answer the questions can delay an admissions decision.

If your records have been expunged pursuant to applicable law, you are not required to answer yes to these questions. If you are unsure whether to answer yes to either question, it is strongly suggested that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of an offer of admission.

**EXTRACURRICULAR ACTIVITIES**

Have you participated in any programs or activities to help you prepare for higher education (University Outreach, Talent Search, Upward Bound, Junior Achievement, 4-H, etc.)? List all programs that apply:

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Extracurricular activities (sports, clubs, etc.): List each organization, position, description of the activity, and hours per week of involvement:

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Awards and recognition: List each award/recognition, a description of the honor and the work you did to earn it, the level (e.g. first place), and the number of years you earned the distinction:

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Community service: List the organization(s), type of work, your role, and hours per week of involvement:

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Employment: List the job, your title, description, hours per week, and dates of employment:

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Talents: List other talents you have that were not recognized above (e.g. art, music, computer coding):

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**CURRENT & EXPECTED COURSEWORK**

Courses you are currently enrolled in (FALL): \_\_\_\_\_

\_\_\_\_\_

Courses you expect to complete before entering college (SPRING/SUMMER): \_\_\_\_\_

\_\_\_\_\_

**FAMILY INFORMATION**

**Parent/Legal Guardian 1**

Name (First and Last): \_\_\_\_\_

Relationship: \_\_\_\_\_ Highest Level of Education Completed: \_\_\_\_\_

Mailing Address (if different from yours): \_\_\_\_\_

\_\_\_\_\_

**Parent/Legal Guardian 2**

Name (First and Last): \_\_\_\_\_

Relationship: \_\_\_\_\_ Highest Level of Education Completed: \_\_\_\_\_

Mailing Address (if different from yours): \_\_\_\_\_

\_\_\_\_\_

Are you living in a single-parent household?  YES  NO

How many people, including yourself, live in your household? (Include siblings attending college): \_\_\_\_\_

Please indicate your family's gross income for the most recent tax year, including both taxed and untaxed income. \_\_\_\_\_

Do you have family obligations that keep you from participating in extracurricular activities? Please describe. \_\_\_\_\_

# Requesting a Recommendation Letter

## STUDENT INFORMATION FOR COLLEGE RECOMMENDATION

STUDENT NAME: \_\_\_\_\_

GRADE IN SCHOOL: junior senior GPA: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Course(s) with this Teacher: \_\_\_\_\_

Thank you so much for agreeing to write this letter of recommendation on my behalf. I asked you because I think you are someone who knows me well and who can accurately speak on my potential for academic success in college. This information may be helpful as you write the recommendation. For each recommendation being mailed, I have attached a stamped, addressed envelope for your convenience. I appreciate the time and effort you will take in writing this recommendation for me.

1. List colleges to which you are applying and due dates:

\_\_\_\_\_ Online option: Yes No

\_\_\_\_\_ Online option: Yes No

\_\_\_\_\_ Online option: Yes No

2. College major/interests: \_\_\_\_\_

3. Career goals: \_\_\_\_\_

(Include the Brag Sheet on the next page with your request.)



## BRAG SHEET

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Extracurricular Activities (clubs, sports, etc.):*

Activity	School Years	# of hours per week	Description
	__9 __10 __11 __12		
	__9 __10 __11 __12		
	__9 __10 __11 __12		
	__9 __10 __11 __12		

*Awards & Honors:*

Name of Award	School Years	Organization & Responsibilities
	__9 __10 __11 __12	
	__9 __10 __11 __12	
	__9 __10 __11 __12	
	__9 __10 __11 __12	

*Leadership Positions:*

Position	School Years	Organization/Activity & Responsibilities
	__9 __10 __11 __12	
	__9 __10 __11 __12	
	__9 __10 __11 __12	
	__9 __10 __11 __12	

*Community Service:*

Activity	School Years	# of hours per week	# of weeks per year
	__9 __10 __11 __12		
	__9 __10 __11 __12		
	__9 __10 __11 __12		
	__9 __10 __11 __12		

*Work Experience:*

Position, Place of Employment	School Years	# of hours per week	Responsibilities
	__9 __10 __11 __12		
	__9 __10 __11 __12		
	__9 __10 __11 __12		
	__9 __10 __11 __12		

*Hobbies and Interests:*

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*Other:*

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# Writing Your Personal Statement

## Writing the Essay

**Step 1:** Review the list of questions below and come up with a few answers. This will help you come up with topics to write about.

### HOME AND FAMILY

- Have you ever lived outside the United States/in another country?
- Are you the first person in your family to go to college?
- Does your family speak any language(s) other than English?
- Do you live in a non-traditional family?
- Do your parents have unusual jobs?
- Did you move a lot growing up?
- Do you live in a town with a unique setting?
- Do you look up to anyone in your family?
- Has your family faced any hardships?

### EDUCATION

- Have you won any awards and/or recognitions?
- Have you worked on a special class project?
- Do you have a favorite class that relates to your intended college major?
- Have you had any hard classes that you were determined to do well in?
- Do you have someone at school you look up to?
- Has your school gone through any hard times lately?
- Are you part of a special college-going or gifted program?

### ACTIVITIES

- Do you play a sport?
- Are you part of a school organization?
- Are you a leader of a team or club?
- Were you an underdog?
- Do you perform community service outside of school?
- Have you made any contributions to your community?

### HOBBIES

- Do you play an instrument?
- Do you do anything creative?
- Do you have a favorite book?
- Do you have a role model?
- Do you have a favorite quote?

### EVERYTHING ELSE – UNIQUENESS!

- Do you have anything about you that makes you stand out?
- Have you ever been outside the United States?

**Step 2:** Write down a paragraph about yourself as it relates to your answers from Step 1. It doesn't have to be perfect; it's just an exercise to help you get started.

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**Step 3:** Search essay prompts for the college(s) you will apply to. Jot down the answers below.

Name of college/university: \_\_\_\_\_

Prompt/topic: \_\_\_\_\_

Word/page count: \_\_\_\_\_

Any additional instructions: \_\_\_\_\_

Name of college/university: \_\_\_\_\_

Prompt/topic: \_\_\_\_\_

Word/page count: \_\_\_\_\_

Any additional instructions: \_\_\_\_\_

Name of college/university: \_\_\_\_\_

Prompt/topic: \_\_\_\_\_

Word/page count: \_\_\_\_\_

Any additional instructions: \_\_\_\_\_

Name of college/university: \_\_\_\_\_

Prompt/topic: \_\_\_\_\_

Word/page count: \_\_\_\_\_

Any additional instructions: \_\_\_\_\_

Name of college/university: \_\_\_\_\_

Prompt/topic: \_\_\_\_\_

Word/page count: \_\_\_\_\_

Any additional instructions: \_\_\_\_\_

**Step 4:** Refer back to your answers from Step 1 to see which ones best fit the essay prompt(s) of your chosen college(s). Start outlining what you will discuss in each paragraph of your essay:

*Paragraph 1:* \_\_\_\_\_

*Paragraph 2:* \_\_\_\_\_

*Paragraph 3:* \_\_\_\_\_

*Paragraph 4:* \_\_\_\_\_

*Paragraph 5:* \_\_\_\_\_

**Step 5:** Begin the first draft of your essay.

