



## College Preparation Toolkit

# Credentials

Credentials are an important part of the college selection process. You'll find yourself attaching the same information to every application, so keeping multiple copies of the following items will save time in the long run.

### **Resume**

Some college applications require students to cite work experience. Even if the student has limited work experience, a simple resume can be a time saving tool. Consider an addendum for your resume – such as unique experiences related to major, i.e. musical groups, traveling teams, debate events.

### **Letters of Reference**

Letters of reference or recommendation are commonly required in the application process. Not every school will ask for one. Some schools will ask for multiple letters. It is best to line up people who will be willing and able to write a great reference. Check the schools where you will be applying for their specific guidelines.

### **Essay**

A solid entrance essay is a key component for the application process. While the essays may be tailored for each individual school to which you are applying, it is best to have one or two well written essays to be used as a foundation.

### **Portfolio**

A student portfolio is beneficial for the college application process. This collection of student works should include a variety of artifacts such as a resume, a sample job application, state test scores, attendance records, awards, honors, and documentation of volunteerism or community service.

### **School Profile**

Some high schools have prepared a school profile for college applicants. The profile contains information about the school such as the level of rigor in the curriculum, average test scores and GPAs, class size, etc. Admissions offices find this information helpful in evaluating the student's application.

### **High School Transcripts**

Across the board, college applications require a copy of high school transcripts. Most colleges require official copies that must come from the high school itself. Look for guidelines on how to proceed for each application. Is a special form needed? Or do you just need to ask the counselor to send the document?

### **College Transcripts**

It is not unusual for students to earn college credit while still in high school. If a student has college credit, it is important those credits are listed in the application. Much like the case with high school transcripts, an official transcript sent from the college or university is required.