

## MATERIALS TO GATHER BEFORE COMPLETING APPLICATIONS

This is what you will need to complete, send/e-mail and file your applications:

### 1. Application File Box

- 1 portable cardboard or plastic file boxes  
(that can accommodate hanging file folders)
- Hanging file folders  
(usually 10-15 to accommodate each college on your final list)  
or
- Manila folders  
(usually 10-15 to hold each college on your final list)

### 2. Each Separate College Or University File

Each college file can contain the following information and materials:

- Downloaded or hard copy application and instruction booklet (to write out first draft answers)
- Hard copy college materials, including view book, catalogue, etc
- Notes from your college counselor, college visit, etc.
- College rep contact information, business cards
- Photocopy of completed application

### 3. Equipment

- Computer with Internet access
- Printer
- Access to photocopy machine (if you don't have one, where the nearest source is, e.g. library, school, Kinkos, etc.)

### 4. Stationery Items

- 1 ream of copy paper
- Month-at-a glance calendar (for planning and reference)
- Post-its or Post-it flags (to identify specific places on an application which require further work or information, signature or date)
- High-lighter pens
- White-out fluid (Liquid Paper)
- 2 blue or black pens
- Paper clips
- Stapler and staple remover

5. Other Supplies (for high school counselors and teachers, other recommenders and colleges if you need to send them hard copy materials)

- 10-15 9" x 12" or 10" x 13" Envelopes
- 10 Regular envelopes
- Mailing labels
- Stamps