

SHAPE American High School College Application Information

Activity Resume

An *Activity Resume* is a record of all of your activities, in school and in the community, from grades 9 through 12. This information is generally required on both college applications and scholarship applications.

A copy of your *Activity Resume* should be presented to individuals you select to write your letters of recommendation. This reference information is critical to writing an accurate and supportive letter of recommendation. Don't forget to update your resume as you assume new leadership roles and become involved in new activities.

Letters of Recommendation

Please present your requests in person, and well in advance of the deadline. When you make your request, please present the following information:

- Recommendation form(s)—with student information filled out and signed in advance
- Deadline—Postmark or receipt
- University contact information—Mailing address and/or e-mail address
- Any special instructions

Letters of recommendation take a great deal of time and effort, so it is highly recommended that you make your request a minimum of six weeks before the deadline. Teachers will bring completed letters to the Guidance Office for mailing.

Official Transcript

Your official transcript is a document that includes all of your high school semester grades and credits. You must give the school permission in writing to send it to the university and/or scholarship personnel. Request forms are available in the Guidance Office and on the school's website. Please note that the official transcript does not include class rank, SAT/ACT/AP scores, courses in progress, or quarter grades.

The Application Package

University applications generally consist of the following documents:

- Student application (if you are completing hard copies vs. on-line)
- Student Essay
- Student Activity Record
- Teacher Recommendation(s)
- School Report
- Official Transcript
- School Profile

It is highly recommended that all school documents are mailed in one package—your official transcript, school report, and letters of recommendation. The school will mail your package unless you request otherwise.