

(Student Name)

College Connected: Application Guide

This document is a checklist and workspace for all students applying through the Common App. Use it to draft your materials before submitting them online. Your mentor will review this with you step-by-step.

1. Education Information

You can't change your transcript by application time, but you can frame your academic journey. In this section or in your essays, highlight the rigor of your courses and any trends, like an upward grade trajectory or standout academic projects. Top schools care about how you performed relative to the opportunities you had.

- Intended Major:
- High School Name:
- School Counselor Name + Email:
- Graduation Date:
- GPA (weighted/unweighted):
- Class Rank (if provided):
- Courses Taken (AP/IB/Honors):
- Current Year Courses:
- College Courses Taken (Dual Enrollment or Community College):

2. Testing

- SAT Scores:
- ACT Scores:
- TOEFL/IELTS Scores (if needed):
- AP Scores:

3. Activities (Max 10)

Please complete the following for each of your 10 activities. Be concise and use action-oriented language.

Tips for Writing Your Activities:

- List your most important activities first.
- Use strong action verbs and include numbers or impact.
- Example: Instead of “Volunteered at food drive,” write: “Collected 10,000+ canned goods to feed 500 families.”

Activity 1

- Activity Name:
- Position/Role:
- Grade Levels Participated:
- Hours per week / Weeks per year:
- Brief Description (150 characters max):

Activity 2

- Activity Name:
- Position/Role:
- Grade Levels Participated:
- Hours per week / Weeks per year:
- Brief Description (150 characters max):

Activity 3

- Activity Name:
- Position/Role:
- Grade Levels Participated:
- Hours per week / Weeks per year:
- Brief Description (150 characters max):

Activity 4

- Activity Name:
- Position/Role:
- Grade Levels Participated:
- Hours per week / Weeks per year:
- Brief Description (150 characters max):

Activity 5

- Activity Name:
- Position/Role:
- Grade Levels Participated:

- Hours per week / Weeks per year:
- Brief Description (150 characters max):

Activity 6

- Activity Name:
- Position/Role:
- Grade Levels Participated:
- Hours per week / Weeks per year:
- Brief Description (150 characters max):

Activity 7

- Activity Name:
- Position/Role:
- Grade Levels Participated:
- Hours per week / Weeks per year:
- Brief Description (150 characters max):

Activity 8

- Activity Name:
- Position/Role:
- Grade Levels Participated:
- Hours per week / Weeks per year:
- Brief Description (150 characters max):

Activity 9

- Activity Name:
- Position/Role:
- Grade Levels Participated:
- Hours per week / Weeks per year:
- Brief Description (150 characters max):

Activity 10

- Activity Name:
- Position/Role:
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*Note: You can list a wide range of activities here — including internships, part-time jobs, passion projects, school clubs, leadership positions, volunteer work, academic competitions, performing arts, sports, family responsibilities, or anything else that shows how you've spent your time meaningfully outside of class. Prioritize what best reflects your interests, impact, and commitment. Be sure to include your role, specific contributions, and time spent. here as well, especially if they relate to your intended major. Make sure to include your role, impact, and time commitment.**

4. Volunteering & Community Service

- Organization Name:
- Role/Title:
- Total Hours:
- Grade Levels Participated:
- Description of work and impact:
- Link to Volunteering Log Sheet:

5. Passion Project

Passion projects are one of the best ways to stand out to top colleges. Be proud of what makes you unique, even if it's unconventional.

You should highlight your project not only here, but also in the Activities section, your essay (if relevant), and the Additional Info section if you have proof (like a link, website, or video).

- Project Title:
- Purpose and Goals:
- What inspired this project:
- Key achievements or milestones:
- Website or links:

To increase value, consider also discussing your passion project in your Common App essay, your Additional Info section, and ask a recommender to reference it.

6. Honors and Awards (Max 5)

Please complete the following for each of your 5 honors or awards:

Honor 1

- Title (Up to 100 characters):
- Grade Level Received:
- Level of Recognition:

Honor 2

- Title:
- Grade Level Received:
- Level of Recognition:

Honor 3

- Title:
- Grade Level Received:
- Level of Recognition:

Honor 4

- Title:
- Grade Level Received:
- Level of Recognition:

Honor 5

- Title:
- Grade Level Received:
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7. Certificates or Courses Completed

Throughout your time at College Connected, you've completed certificates from top U.S. companies. These certificates showcase your interests, initiative, and career exploration. Each student has a personalized portfolio link to access and share all certificates earned.

We will add this link in your Common App's Additional Information section or upload it as part of a supplemental portfolio if the college allows it.

- Link to full portfolio:

Certificates can be listed here or in the Additional Info section if you have several. Choose the most relevant ones to highlight in the Honors section or

as an activity if they involved project work.

8. Writing

Resume Link:

- Google Drive where your updated resume is stored:
- Common App Essay Prompt:
 - Link to Google Doc or other document with full essay draft:

Additional Info Section

This is your creative space. Use it to include anything that didn't fit elsewhere in the application but is important to your story.

You can:

- Share major accomplishments from College Connected (projects, recognitions, internships)
- Explain personal or family circumstances that impacted your education
- Include links to your portfolio or additional materials
- Describe long-term responsibilities (e.g., caregiving, translating for family)

This section is optional, but powerful. If used well, it can show your depth, resilience, and initiative in ways that numbers cannot.

9. Letters of Recommendation

- Teacher 1 Name/Contact:
- Teacher 2 Name/Contact:
- Counselor:
- Any Other Recommenders (e.g., coach, mentor):

10. College List

- List of colleges applying through Common App:
- Early Action/Early Decision Schools:

11. Supplements (Per School) Create a new page for each college and answer:

- Why this college? Essay:
- Major-specific or special prompts:
- Portfolio or additional materials required:

- [Link to Supplemental Essays:](#)
-

Tips for College Connected Students

- Start early — write rough drafts of essays in Google Docs for easy feedback.
- Be honest and specific in activity descriptions.
- Use bullet points or short paragraphs.
- Ask your mentor to review your entire doc before transferring to Common App.
- Showcase your internships, certificates, and projects strategically across multiple sections.

Let's get into top schools together. One task at a time.



Add a tab for each school

(Student Name)

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