

COLLEGE DOCUMENT REQUEST FORM

SINGAPORE AMERICAN SCHOOL



Students: Please fill out this form completely each time you are requesting materials be sent to a college in support of an application. The Counseling Office uses this form to track which documents should be submitted with each application. You can download and print this form from the "supporting documents" section of the Counseling Website.

Student: _____ Date Submitted to Counseling Office: _____

College or university name and address:

College or University Name
For Non-Common Application Colleges List Address Below

Sending Information:
SAS sends transcripts and recommendations to over 1,000 colleges electronically. If a college does not accept electronic documents, SAS pays airmail postage.

If hard copy materials must be sent, FedEx is available for S\$28.

SAS Counselor Name: _____

Application Deadline: _____ Regular Priority/Rolling Early Decision Early Action
Major or Division: _____ or Undecided

Please indicate the items the Counseling Office should send:

- Common App: Transcript, Profile, School Report/Counselor Rec, AND**
 Teacher rec (name) _____
 Second teacher rec (if required) _____
Note: All Common App items are sent electronically

OR

- Non-Common App Package: Transcript, School Profile, AND**
 Secondary school report
 Counselor recommendation
 Teacher rec (name) _____
 Second teacher rec (if required) _____
 Other (describe) _____
 Other (describe) _____
 Other (describe) _____

Counseling Office Use

AND

Additional Information for All Applicants

Official Scores: Students are responsible for contacting ACT, SAT or TOEFL and requesting that they send official scores to each college or university. While you should list your AP results on your application, official AP scores rarely need to be requested.

Visas: If you require a visa and are asked to submit a Financial Certification form, you or your parents must send documents and bank certificates directly to the college.

Comments: _____

Please hold until I inform the counseling office of my Early Decision results from a different college.

Counseling Office Use: Materials Sent Office/Student Status Updated By: _____