

Application Checklist

- Is the application to the correct term? Are you including all pages of the application, including the completed and signed Information Tutorial Test?
- Did you sign/initial all of the required fields?
- Did you include official transcripts from ALL colleges attended?
 - If you submitted your official transcripts electronically, did you apply to College of the Sequoias and obtain a Banner ID?
 - If you submitted your official transcripts electronically, did you include a corresponding unofficial copy of your transcripts?
 - If you submitted your official transcripts electronically, did you include the receipt issued by the institution?
 - If you submitted hard copies of your official transcripts, did you include two (2) hard copies from every school attended AND are they in sealed envelopes issued by the institution?
- Did you include your TEAS score report?
 - Is it either of your first two attempts?
 - If it is your *second* attempt, is it at least 45 days from your first attempt?
 - Did you take the TEAS at a location other than COS? *If yes*, did you transfer your scores to COS, through ATI? Did you include your receipt of transfer?
- Did you include supporting documentation for the categories in which you are claiming points?
- Did you read the instruction page of the application? Did you review the instructions in the right column of the application for each category?