

# 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, word-process, and print this form from the "download documents" section of the Counseling Website.

Student's name: \_\_\_\_\_ Application Deadline: \_\_\_\_\_

College or university name and address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Sending Instructions:*

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.

*Please include the college name and complete address.*

Type:  Regular or rolling decision  Early Decision  Early Action  
Major:  \_\_\_\_\_ 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) \_\_\_\_\_
  - Any other items to be mailed (describe) \_\_\_\_\_

<i>Counseling Office Use</i>
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**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) \_\_\_\_\_

<i>Counseling Office Use</i>
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**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Counseling Office Use:  Materials Sent  Office/Student Status Updated By: \_\_\_\_\_