STUDENT NAME________________________________
HR#_________
SEND TO______________________________________
ADDRESS or FAX______________________________

HAVE YOU DONE THE FOLLOWING?

___ submitted a Resume

DEADLINE (please allow TWO WEEKS for office processing)_______________________________________

PLEASE FILL OUT A OR B

A) ONLINE APPLICATIONS

If applying to a college online, your counselor will submit the indicated materials. Students are
responsible for sending all other supporting documentation.

How did you apply?
___ Online Common Application
___ Online SUNY Application
___ Directly to the college
___ Other (_________________)

Documents to be sent:
___ Official Transcript*
___ Most Current Report Card
___ Mid-Year Grades
___ Other (_________________)

➢ Only 1 request form is required for students using the online Common Application applying to
multiple colleges. List Common Application next to “SEND TO.”
➢ Only 1 request form is required for students using the online SUNY Application. List SUNY
Application next to “SEND TO.”

~ OR ~

B) PAPER APPLICATIONS

If applying to a college/scholarship using a paper application, your counselor will mail the indicated
material. Students are responsible for sending all other supporting documentation.
___ Send to a College  ___ Send to a Scholarship

Documents to be sent:
___ Application  ___ Most Current Report Card  ___ Mid-Year Grades
___ Official Transcript*  ___ Counselor/School Report  ___ Other (____________)

*AN OFFICIAL HIGH SCHOOL TRANSCRIPT INCLUDES UNOFFICIAL SAT/ACT SCORES. STUDENTS
MUST CONTACT THE COLLEGE BOARD AND/OR ACT TO HAVE OFFICIAL SCORES SENT.

STUDENT SIGNATURE___________________________________ DATE_____
PARENT SIGNATURE_____________________________________ DATE_____

OFFICE USE ONLY  Date Rec’d_____ Date Sent_____ Date Sent_____ Mid-Year_____ Other (_____)

www.cityhonors.org
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