



## APPLICATION CHECKLIST

### COP 2025 Summer Program & First Year Experience

Online application must be submitted by January 15, 2025.

**All supporting documents below must be submitted to COP's Dropbox by January 29, 2025.**

We appreciate your interest in COP. To ensure your application and supporting documents are submitted correctly and on time, please use the checklist below. If you have any questions or need assistance, please don't hesitate to reach out. We're here to help!

SUPPORTING DOCUMENTS	SUBMITTED to COP's Dropbox
1. Signed Agreement & Certification Form	
2. Recommendation Form: College Preparatory Course Instructor	
3. Recommendation Form: College & Career or Grade Level Counselor OR College Preparatory Course Instructor	
4. Official copy of high school transcript including any assessment scores (e.g. Smarter Balanced Assessment, Pre-ACT)	
5. Senior first quarter grades	
6. ACT or SAT scores (optional) A copy of your scores are acceptable and/or scores reported on high school transcript.	
7. College Transcripts (if applicable)	
8. Other documents to support your application	

- All documents must be uploaded to COP's Dropbox, clearly identified, and submitted in pdf file format. COP will not accept any application, or part thereof, that is mailed, emailed or faxed. If any item is missing, the application will be deemed incomplete and not processed.
- Before submitting any documents, rename the file in the following format:  
**Applicant Last Name\_First Name\_Document Name**
- **The Dropbox URL link can be found on the online application or your application confirmation email.** You can find detailed instructions on how to upload your supporting documents on our website at [www.hawaii.edu/cop](http://www.hawaii.edu/cop).
- It is the applicant's responsibility to ensure that all supporting documents are submitted by the deadline date.