

College Application Checklist

****This checklist and our presentations can also be found on the CHS website under the Counseling tab****

- ❑ **Hand in your Transcript Release Form (ie. Pink form) ASAP. Must be done at least 3-4 wks before your deadline.**
- ❑ **Link your Common Application and Naviance Accounts.**
- ❑ **Make sure that ALL the schools you are applying to via The Common Application are listed in BOTH Naviance (under “colleges I’m applying to”) AND in your Common App.**
 - You must mark HOW you are applying. “Common App” or “Direct to Institution.”
 - You must identify if you are applying Early (EA/ED), Regular Decision (RD), or Rolling.
- ❑ **Select “Request Transcripts” on Naviance for EACH college at least 3 wks before deadline.**
- ❑ **Officially request your SAT/ACT scores be sent to colleges (if required) at least 4 wks before deadline.**
 - To send scores OFFICIALLY use www.collegeboard.org for SAT or www.actstudent.org for ACT.
 - Self reporting scores on Common App **DOES NOT** replace OFFICIALLY sending scores.
 - ❖ If your deadline is approaching, you may need to expedite your scores by paying an extra fee.
- ❑ **Request Teacher Letters of Recommendation in person & on Naviance at least 3-4 wks before deadline.**
 - Step #1: Ask teacher(s) in person & provide them with a “teacher evaluation form.” (Form in guidance).
 - Step #2: Request recommendations from teachers on Naviance and identify which colleges you would like those teachers to submit their letters to.
 - ◆ It is **HIGHLY** recommended that you write your teachers, counselors, etc. a formal thank you note.
- ❑ **Request your Counselor Letter of Recommendation (if need/want one) at least 3-4 wks before deadline.**
 - Fill out the Counselor Letter of Recommendation Survey on Naviance (under About Me, Surveys from your school, Counselor Letter of Recommendation...**save your answers in Google in case it times out**).
 - Once completed, you must make an appointment with your counselor to go over the survey.
- ❑ **Finish ALL sections of your Common Application and/or other Applications.**
 - Know your deadlines. Check individual school’s websites to find application deadlines. **Submit on time!**
 - Meet with an English teacher for help editing your essay. SOME colleges will have supplemental essays.
 - Check grammar and punctuation throughout the entire application.
 - Make sure to list ANY and ALL activities in the activities section.
- ❑ **Fill out the Free Application for Federal Student Aid aka The FAFSA, The VT State Grant, (and if necessary The CSS Profile).**
 - Use FAFSA.gov and VSAC.org to complete the FAFSA and VT State Grant. At the end of the FAFSA you can link to the VT Grant and your data should pre-populate.
 - **IF** the colleges you are applying to require it, complete the **CSS Profile** online.
- ❑ **Apply for Scholarships** (continuous process)
 - See Counseling section on CHS website and click on “Financial Aid” for scholarship resources.

★ *If you provide less than 3-4 weeks when you request a recommendation letter, transcripts, or official SAT/ACT scores (via the testing websites), contact your colleges to check with them and inform them that the majority of your application materials will be sent in by you on time, but those specific items could be late.*

Tips and suggestions for filling out The Common Application

- ❑ You DO NOT need to wait for teacher or counselor recommendations to be uploaded in Naviance to submit your portion of the Common Application.
- ❑ Each individual college has supplemental questions (and some have extra essays) that you will have to answer before submitting your application. These are found under the "My Colleges" tab in the Common App, under each College.
- ❑ Self reporting your SAT and/or ACT on the Common App DOES NOT replace the need to request official scores to be sent to the schools you are applying to unless a specific college tells you otherwise. Remember, this is done via www.collegeboard.org and www.actstudent.org.
- ❑ Make sure you are filling in the Activities section of the Common App with as much detail as possible. Look back at your resume in Naviance. Do not forget to include: Employment; Community Service; School-Related Activities such as sports, theater, clubs, etc.; Outside of School Activities such as Scouts, Camp Counseling, Outside Sports, Hobbies, etc.
- ❑ Make sure you are having as many people as possible read over and edit your essay.
- ❑ Carefully review EVERY section of your Common Application for accuracy, spelling, grammar, etc. as this is each college's first impression of you. In addition, sometimes there is a check mark even when a section has not been completed, so make sure you've filled out every section completely.
- ❑ When in doubt about something, feel free to email or call your colleges directly. It should be the student, not a guardian making this contact.
- ❑ **DO NOT WAIT UNTIL THE LAST MINUTE TO DO THE COMMON APP** (ex. storm caused power outage)