College Admissions Checklist

Naviance Username:_____ CommonApp Username:_____

Naviance Password:_____ CommonApp Password:_____

- ❏ Complete FERPA in Common App
- ❏ Match Common App & Naviance accounts

- ❏ Ask 2 teachers for recommendations; add those into Naviance
  (Do not add your teachers or counselor into Common App.)

- ❏ Add any outside recommenders into Common App

- ❏ Add all schools that take the Common App into your Common App account

- ❏ Ensure your **entire college list** (regardless of how you're applying) is on Naviance
  If a school is not listed in your "Colleges I'm Applying To" list, they will not receive your transcript or letters of recommendation from your counselor. Every 2 year and 4 year school is listed in Naviance; if you cannot find one see your counselor to help you get them added.

- ❏ Fix "application type" and due dates for each school listed
  Are you applying EA, ED, RD, Rolling? Be sure each school has these listed correctly in Naviance. Remember, you must do this **at least 3 weeks before your due dates**, or your materials are not guaranteed to be submitted to your schools timely.

- ❏ Make a separate list of your due dates and requirements for schools

- ❏ Complete all parts of the Common App
  - ❏ Common App tab
  - ❏ Complete & upload Personal Essay
  - ❏ Additional prompts/essay questions
    - ❏ _____
    - ❏ _____
    - ❏ _____
    - ❏ _____
    - ❏ _____
    - ❏ _____
    - ❏ _____
  - ❏ College specific questions

- ❏ Complete college applications for schools not on the Common App
  You will do this directly on the school website.
  - ❏ _____
  - ❏ _____
  - ❏ _____

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❏ Senior meeting with your guidance counselor

❏ <u>Provide guidance counselor with copy of your resume or activity list</u>
This should be a comprehensive list of everything you've achieved, completed, participated in, from 9th grade through present, including what you expect to participate in through the end of senior year. This can be a real resume or a bullet pointed list; whichever works best for you!
(jobs, volunteer/community service, awards, sports, clubs/organizations, performances, outside courses you've taken, etc.)

❏ <u>Submit SAT/ACT scores through the CollegeBoard or ACT website</u>
Remember, your counselor **does not** send your test scores; you do! Take a peek at the Fairtest.org website for a complete list of test-optional schools.

❏ <u>Register as a student athlete with NCAA</u> (future collegiate athletes only)
If you are not hoping to play D1, D2, or D3 level athletics you do not need to worry about registering. This does not apply to intramurals or club level.

❏ <u>Submit your applications by their due dates</u>
        ❏ CommonApp schools submitted
        ❏ Non-CommonApp schools submitted

❏ <u>Complete Financial aid forms</u> [FAFSA and/or CSS Profile]
Check the financial aid website for each school to see which are required and when they are due. This should be completed around the same time as your applications. Your parents/guardians will need to help you with the majority of this.