College Application Checklist

1. Set up your first meeting with your school counselor at the beginning of the year.

2. Update your Family Connection college list in "Colleges I am Thinking About". This will allow counselors to link you to other scholarships and other resources.

3. Register on Commonapp.org (Common Application).
   - ➔Complete application. For those students who are not using a common application school speak to your school counselor.
   - ➔Complete Early Decision Agreement.
   - ➔Complete the FERPA Authorization

4. In Family Connection, under "Colleges I am Applying To" follow the directions to sign the FERPA release.

5. Request counselor recommendation in person. Build an activities resume and/or if required by your counselor, fill out the "Brag Sheet" found under "About Me" in Family Connection.

6. Request teacher recommendation in person with form. Pick up a hard copy from the School Counseling Office. Consult with your counselor to define your deadline.

7. Discuss college application fee waivers if eligible with your school counselor.

8. Complete the Transcript Request Form, **with all signatures**, (nothing will be sent without all signatures in place) and give to Monique. **Turn this form in at least two weeks before to the first deadline.** Your schools will be moved from "Colleges I'm thinking about" to "Colleges I'm applying to" in your Family Connection site.

9. Go to NCAA website and register, if applicable. After completing the registration, students must request a transcript from the school counseling office.

10. A few days after turning in your Transcript Request Form, go into "Colleges I am Applying To" to confirm that your college list is activated and correct. Check to be sure **deadlines you see are accurate**.

11. Have your SAT/ACT scores sent to colleges via the College Board or ACT websites.

12. Submit your applications early, waiting until the last minute can be risky.

13. **Any changes (adding a college, changes in dates, delivery type etc.) or additions made to your initial Transcript Request Form require completion of an ADDENDUM TRANSCRIPT REQUEST FORM.**

14. Research Financial Aid deadlines and forms required by each college (such as FAFSA, CSS Profile) through specific college websites. **Do not miss these deadlines**. You may want someone (like a parent) to do this research on your behalf.

15. Other sources of money include scholarships located on your Family Connection web site, VSAC scholarship booklet, local agencies, employers, churches to name a few. Go to the Financial Aid and scholarship link for more information.

16. After being accepted to colleges, please inform Monique and your counselor.

17. Don't forget to thank those who have assisted you in the college application process.