

College Application Process Checklist

Junior Year

February/March

- Check ACT and SAT spring registration and test dates. Consider spring and fall extra-curricular activity schedules. Register if needed.
- Study for your SATs or ACTs. Practice questions are available in the Guidance Office or on-line at www.collegeboard.com Use the FREE questions on the web site.

April-August

- Make an appointment with your guidance counselor to discuss your senior schedule.
- Make a list of potential schools by researching community colleges, colleges, and universities through the use of Choices (see your guidance counselor), CollegeBoard, college handbooks, and/or the internet.
- Schedule an appointment for a campus visit during spring or summer vacation.
- Schedule an appointment for a college interview if applicable during spring or summer vacation.
- After the interview, write and send a thank you note to your interviewer. Do not use email. Be sure to mention specific things you liked and use the interviewer's name in the note.
- Attend the college fair at BEHS in May.
- If necessary, contact college coaches.
- Review each college's admission requirements. Determine if additional tests or courses are needed for admission. Schedule these tests or courses if needed.
- Review each college's application. Look at the essay questions and start the essay.

Senior Year

September

- Be sure your senior schedule is appropriate to graduate and to meet college requirements.
- Narrow your list of college choices to about 3-8 schools.
- Contact colleges to receive application materials. For many colleges, applications can be found online. Make note of application deadlines.
- If you have not already done so, register for the SAT I and/or SAT II or the ACTs. If applying for admission next fall, you should take the SATs or ACTs no later than December. See your counselor for a fee waiver if you cannot afford the cost of the test.
- Schedule college visits and interviews if still needed.
- After the interview, write a thank you note.
- Speak to the athletic director if you plan on playing NCAA sports in college.

October

- Make an appointment to speak with your counselor in the Guidance Office.
- Fill out student brag sheet and obtain three character reports.
- Early Decision or Early Action candidates should see your counselor immediately. You have deadlines to meet!
- If applying Early Decision or Early Action, check to see if that school requires the CSS Profile. If so, check with your Guidance Office for information or go to <https://profileonline.collegeboard.com/index.jsp> for information and to apply online.
- Ask 2-4 teachers for a formal letter of recommendation.
- Finalize your college essay.
- Schedule college visits and interviews if still needed.
- After the interview, write a thank you note.

November

- Complete your college application packets and return them to the Guidance Office. Give your counselor at least three weeks before your first deadline.
- PAY ATTENTION TO DEADLINES.
- Check with the schools to which you are applying to determine if the CSS Profile is required.
- If necessary, schedule college interviews and visits.
- After the interview, write a thank you note.

December

- Finish your college applications and mail them. *Be sure to proofread and proofread again!*
- Update the Guidance Office on the schools to which you apply. This information is used to automatically send out mid-year transcripts that colleges require.
- Attend a regional Financial Aid Night w/parents to learn about financial aid and the FAFSA.
- Request your FAFSA pin number at www.pin.ed.gov.
- If you have a January 1 application deadline, turn in all paperwork and meet with your guidance counselor by December 5.
- Remember to schedule college interviews and visits if you have not already done so.
- After the interview, write a thank you note.

January

- Complete the FAFSA, either the paper form or apply online. To do this you will need to have a pin number (www.pin.ed.gov). The FAFSA can be found at www.fafsa.ed.gov.
- Complete the CSS Profile if still needed.
- Finalize the last of your applications that have February deadlines and mail them.
- Research national and state level scholarships. This is an on-going process all spring. Some websites that may be helpful are www.collegeboard.com, www.famemaine.com, www.fastweb.com, and www.princetonreview.com.

February

- Have you filed/mailed your FAFSA and/or CSS Profile?
- The Guidance Office automatically sends your first semester grades to all the colleges to which you said you were applying. Have you given the Guidance Office an accurate list?

March

- Review your Student Aid Report (SAR) for consistency with your FAFSA form.
- Pick up local scholarship applications in the Guidance Office.

April

- Colleges, if they have not already done so, will notify you of their decisions.
- Evaluate your Financial Aid package with the cost of attendance. Contact each college's financial aid department if you have any questions or concerns. Financial Aid counselors at the schools to which you are accepted are great resources for information. Use them!
- Determine the college you plan to attend and send in a deposit. Colleges cannot require a deposit or commitment to attend before May 1. By that postmarked date, you must inform every college of your acceptance or rejection of the offer of admission and/or financial aid.

May

- Notify your counselor of your college decision.
- Look for a summer job.
- Pay attention to the materials your college or university sends. There may be deadlines if you want housing or if you plan to attend an orientation session. There may also be information to return regarding financial aid.

June

- GRADUATION! You achieved it! Final transcripts will be sent automatically to the college you decided to attend and told your counselor about in May.