



## College Application Checklist

**Apply to college by October 31<sup>st</sup>**

	Ask 2 teachers for a letter of recommendation. It is helpful to give your teacher a copy of your resume as well. After your teacher agrees to write the recommendation, use Naviance to request the recommendations.
	Complete college application on the college's website or through the Common Application. Very few schools only have a paper application available. It is preferable to apply online.
	Make a note of the regular application deadline and early application deadline. Also make note of financial aid deadlines.
	Add the colleges that you applied to in Naviance. Check the option that indicates that you have applied to the college.
	Through Naviance, request transcripts and unofficial test scores (ACT and/or SAT) to be sent to the college, by the school counselor.
	Contact the college admissions office to see if they will accept your ACT/SAT scores from your school counselor. If they will not, then you must request for your scores to be sent from ACT/SAT (ACTstudent.org, or College Board).
	Check the college website to see if there are any additional requirements/information needed to apply.
	Complete a fee waiver and give it to your school counselor to send to colleges. This allows you to apply to your colleges for free.
	Beginning on October 1 <sup>st</sup> , you may begin the free application for financial aid (FAFSA). Set up an appointment with College Now to walk you through these steps.
	Apply for scholarships throughout the year, beginning now!