

School of Environmental Studies
COLLEGE APPLICATION CHECKLIST
2017 – 2018

1. _____ **Naviance Family Connection**

- Manage the application process by using Naviance Family Connection (NFC) <http://connection.naviance.com/ses> (Also available through SES web site under student portal).
- Once you are signed-in click on COLLEGE tab near the top of the page. You will find the following tabs helpful: Colleges I am thinking about - Colleges I am applying to - College Visits at SES.

2. _____ **Ways to Apply to College**

- Mail in a paper application (the old fashioned way).
- Go directly to a college web site and apply on line.
- Apply to colleges by using the Common Application. This is a template and which allows a student to apply to several colleges all at once. Common App. can be accessed through <http://www.commonapp.org> Over 750 colleges are a part of the Common Application consortium.

3. _____ **Transcript:** Virtually every college will want an official transcript. At SES, to send a transcript you need to fill out a “transcript request form” which is on the counter in the SES main office. It costs 2\$ per transcript. You will need to write down the address of the college.

4. _____ **Send Test Scores:** SES does not send your test scores. Remember that you had the choice of having your scores sent for free when you registered for the test. Additional scores can be sent by visiting the testing websites listed below.

A. **ACT:** Request them after the test at the ACT website: www.actstudent.org or by phone **319-337-1313**.

B. **SAT:** Request them after the test at the SAT website: www.collegeboard.org or by phone **866-756-7346**.

5. _____ **Counselor Report** (also called secondary school report or school report):

- Some colleges require a counselor report to verify test scores, GPA, class rank, and senior course schedule. Please bring the document along with a resume or vita to your counselor. It’s best to make a short appointment to do this (don’t just put it on a desk).
- If the counselor report is sent through e-mail directly from the college, please let the counselor know to look for it.

6. _____ **Recommendations:**

- Some colleges may require recommendations from a teacher (it’s good to send even if not required).
- Meet with whoever is going to write your recommendation and provide them with information about yourself through a: resume, vita, letter, or document with a list of your activities, jobs, highlights, and interests.
- Discuss how the recommendation will be sent (some teachers like to send it themselves and some don’t). If the college you are applying to requires letters of recommendation to be submitted electronically, please explain the process to the person writing your letter.
- Please allow **2 weeks** for your teacher/staff member to complete the recommendation.

7. _____ **Essays:** Some colleges may require a college essay. If it’s not required, it always considered “a positive” to send a letter explaining why you are applying and what attributes you would bring to a college community.

8. _____ **Vita/Resume:** Can be sent with your application although it’s typically not required.

9. _____ **School Code for SES: 240 088**

HELPFUL ON-LINE REFERENCES

THE COMMON APPLICATION (Apply to nearly 700 schools with one application)

<https://www.commonapp.org/>

REGIONAL UNIVERSITY SYSTEMS

University of Minnesota System

<http://www1.umn.edu/twincities/index.php>

Minnesota State University System

<http://www.mnscu.edu/Student/StudentInfo.html>

Minnesota Private College System

<http://www.mnprivatecolleges.com/>

Wisconsin Public System

<http://www.wisconsin.edu/campuses/index.htm>

CAREER EXPLORATION

Minnesota's Career, Education, and Job Resource (similar to Naviance)

www.iseek.org

FINANCIAL AID/SCHOLARSHIP SEARCH

Federal Student Aid (fill out ASAP for Govt. aid, starting Oct. 1, 2017)

www.fafsa.ed.gov/

Fast Web Scholarship Search Engine

<http://www.fastweb.com/>

