Senior Year Checklist for College Applications

Bookmark these websites in a college application folder:
SCOIR
Common App
FAFSA
SRAR

1. Complete Profile SCOIR Account

- **Update Personal Information**: Ensure your contact details, GPA, and standardized test scores (SAT, ACT) are accurate.
- **Add Extracurricular Activities**: List all clubs, sports, volunteering, and work experience.
- **Upload Resume**: Include achievements, skills, and leadership roles.
- **Complete the Senior Survey:** Must be completed by September 1st!

2. Research Colleges SCOIR Account

- **College Search**: Use the search tool to explore colleges based on location, major, and other preferences.
- **Follow Colleges**: Start following schools you're interested in to receive updates and notifications.
- **Compare Colleges**: Use the compare tool to evaluate your top choices side-by-side.

3. Request Transcripts SCOIR Account

- **Request Transcripts**: In order to request a transcript to be sent, the college must be added to your SCOIR account and placed in the applied column.
- **Upload transcripts:** Students can receive a copy of their transcript to upload to their college application portal and the SRAR. Please see the guidance counselor for a copy.
- **Check Status**: Monitor the status of your transcript requests to ensure they are sent and received.

DO NOT ENTER TEACHER EMAILS INTO THE COMMON APP!!!! YOU CAN ENTER THEIR NAME AND LEAVE THE EMAIL FIELD BLANK.

4. Request Letters of Recommendation SCOIR Account

- **Identify Recommenders**: Choose teachers, counselors, or other mentors who know you well.
- **Send Requests**: <mark>Use SCOIR</mark> to formally request letters of recommendation. This is located under the application documents tab on the My Colleges Page.
- **Follow Up**: Check the status of your requests and follow up with recommenders if needed.

5. Complete College Applications

- **Finalize College List**: Confirm which schools you're applying to and update your college list in SCOIR.
- **Start Applications**: Begin filling out applications directly through the school's website or the Common App.
- **Track Deadlines**: Use the calendar tool to keep track of application deadlines for each college.
- **Submit Applications**: Ensure all components (essays, recommendations, transcripts) are submitted by deadlines.

6. Track Application Status

- **Monitor Submissions**: Check the status of each application to confirm all required documents have been received.
- **Record Decisions**: Update SCOIR with admission decisions as they come in (Accepted, Waitlisted, Deferred, Denied).
- **Compare Financial Aid Offers**:compare financial aid packages from different schools.

7. Apply for Scholarships

- **Search for Scholarships**: Going Merry, Bold, fastweb.
- **Track Scholarship Applications**: Keep a list of all scholarships you've applied for and track their status.
- **Explore school specific scholarships:** The best scholarship are offered directly through the school.

8. Complete the SRAR

- If you're applying to an SRAR or SSAR school, you must also complete this process by entering all coursework, test scores, and uploading score reports and your transcript. We covered most of this during the workshop, but feel free to stop by guidance before submitting if you need any additional help.

9. Complete the FAFSA which opens in October

Step 1: Gather Required Documents

Personal Information: Social Security number, driver's license (if applicable), and your alien registration number if you're not a U.S. citizen.

Financial Information: Your and your parents' federal income tax returns, W-2 forms, and any other records of money earned. Also gather details about untaxed income, assets, and bank account balances.

School Information: A list of schools you're interested in attending (you can add up to 10 schools on your FAFSA).

Step 2: Fill Out the FAFSA Form

Create an FSA ID: Go to fsa.ed.gov to create a Federal Student Aid ID for yourself (and your parent, if applicable). This will be used to sign your FAFSA electronically.

Start Your Application: Visit fafsa.gov to begin the application. Use the "Start Here" button if you're new, or "Log In" if you've completed a FAFSA before.

Enter Information: Follow the prompts to enter your personal, financial, and school information. Use the IRS Data Retrieval Tool (DRT) to import tax information directly into your FAFSA if eligible.

Step 3: Review, Sign, and Submit

Review Your FAFSA: Double-check all entries for accuracy, particularly your Social Security number and school codes.

Sign Your FAFSA: Use your FSA ID to sign the application. If you're a dependent student, your parent must also sign using their FSA ID.

Submit the FAFSA: Once signed, submit your application. You'll receive a confirmation email, and your Student Aid Report (SAR) will be available for review in a few days.

10. Apply for the TN Promise Application Closes November 1st!.

Tennessee Promise is a last-dollar scholarship program that provides Tennessee high school graduates with two years of tuition-free attendance at a community or technical college.

3 Steps to Apply for the Tennessee Promise

Step 1: Complete the Tennessee Promise Application

Visit the Tennessee Promise Website: Go to the Tennessee Promise website and create an account.

Fill Out the Application: Provide your personal information, including your name, contact details, and high school. Submit the application by the deadline, typically around November 1st of your senior year.

Save Confirmation: After submitting, you'll receive a confirmation email. Save this for your records.

Step 2: File the FAFSA

Complete the FAFSA: The Free Application for Federal Student Aid (FAFSA) must be submitted by the deadline (usually February 1st). Follow the steps for gathering documents and filling out the FAFSA form at fafsa.gov.

List a Tennessee College: Be sure to list a Tennessee community or technical college as one of your college choices on the FAFSA.

Confirm Submission: After submitting, check your email for a confirmation from FAFSA.

Step 3: Attend a Mandatory Meeting and Complete Community Service

Attend Mandatory Meetings: After applying, you'll be required to attend mandatory meetings arranged by your high school or partnering organizations. These meetings cover important details about the Tennessee Promise program.

Complete 8 Hours of Community Service: You must complete and submit proof of at least 8 hours of community service by the set deadline (usually by July 1st before you start college).

Submit Community Service Hours: Log your hours on the Tennessee Promise portal or submit them as instructed to maintain your eligibility.