

## SENIOR COLLEGE APPLICATION CHECKLIST

- Continue visiting colleges
- Solidify your college list in Naviance and on Common Application. In Naviance, all colleges you are applying to should be listed in the “Colleges I’m Applying to” section.
- Continue adding to the “Colleges I’m Thinking About” section, if you are still considering other colleges.
- Once you have your final college list, identify what is required for each application:
  - Application type (EA, ED, RD, Rolling, etc). If you are applying ED, this agreement needs to be signed by the applicant, a parent, and the school counselor. The counselor signs online in Naviance.
  - How many letters of recommendation and from whom does each college require? Check in the “Freshman Admission Requirements” section ***on each college website to determine this information***
  - What is the application deadline?
  - Is an essay required?
  - Is the school self-report? If so, use your transcript to fill out the SRAR (self-reported academic record)
  - Are there supplements or other supporting documents that the college requires?
- Finish up standardized testing (ACT, SAT, SAT Subject Tests), if applicable.
  - If you plan to share testing with colleges:* Send them to the colleges you are applying to--these go directly from the test agency to the college. Log into ACT and/or CollegeBoard to send and pay for scores to be released. Do this ***at least 3 weeks in advance*** of your college application.
  - If you are applying test-optional:* Check to see if the school requires any additional steps for test-optional applicants.
  - If you are sending scores to some schools and applying test-optional to others:* Do not list your scores on the Common Application. You can share your scores by sending them to the desired schools via the test agency, as described above.
- Attend College Representative visits. Running list of visits is on Naviance-please sign up!
- Match your Naviance and Common App account and sign the online FERPA waiver on the Common Application.
- Return the MLHS FERPA waiver and Release of Records form to your counselor (Fall 2024)-this will be emailed to you in September
- Request teachers on Naviance that are writing your letter of recommendation. Go to Colleges Home>Letters of recommendation>Add request>Choose specific colleges. Please remember to select “choose specific colleges” rather than “all current and future colleges.” This is the only way to ensure that colleges get the correct number of letters that they are requesting. (Do this once your list is finalized)
- Fill out the “Transcript Request Form” with the colleges you are applying to when you are ready for your documents to be submitted by the Counseling Office. Counselors submit a letter of recommendation, a secondary school report, transcript, and school profile. Please scan and send (or physically drop off) this form to your school counselor ***at least 3 weeks prior to the application deadline.*** (This will be done in the Fall of 2024)

As always, please reach out to the Counseling Department with any questions!!