

Checklist for Applying to College

Summer

- **Review the college application requirements at each college you are applying to.** Search for the “admissions” page on college websites. Create a list of colleges you wish to apply to and include application due dates. Prioritize your time. Your senior year is busy—especially with college applications.
- **Become familiar with the college(s) you wish to attend:** If possible, complete a college tour on campus or complete a virtual visit via the college’s website. Once school starts, attend specific College Admission Representative visits hosted by our College and Career Center.

First Semester

- **Complete your applications.** Visit each college’s website for their process. Note deadlines! Read carefully. Each college can have a different application process. Follow all steps.
- **Common App: IF a teacher recommendation is required:** Speak directly with the teacher you are requesting a letter of recommendation from, preferably in person. Make sure you speak with him/her at least two (2) weeks in advance **and** provide them with your completed Recommendation Questionnaire **OR** whichever documentation they prefer. You will find the [Senior Recommendation Form](#) on the NTHS Website, Academics Tab, then College and Career Center
- **Common App: IF a counselor recommendation OR a “Secondary School Report” (part of the Common App.) is required:** Make an appointment with your school counselor at least two (2) weeks prior to your Common App due date **and** provide them with your completed [Senior Recommendation Form](#)
- **Sending Common App Request:** Send to the correct staff email on the NTHS website’s staff directory. Do not send Common App requests to “stu” emails. Refer to staff emails on the NTHS Website. [Staff Emails](#)
- **Set up your Parchment account for ordering online transcripts.** You will find this link on the NTHS Academics tab then “Transcript Request” [Parchment](#)
- **Pay your application fee or follow the college's process for a fee waiver.**
- **SAT/ACT scores are not required by most colleges/universities.** If your college/university requires test scores, register through the specific [SAT](#) or [ACT](#) websites. Fee waivers are available from your counselor if needed.
- **Financial Aid & Scholarships:**
 - Complete the Free Application for Federal Student Aid [FAFSA](#) starting in October. Many Scholarships will need this information. Washington Student Achievement Council is a great resource for financial aid.
 - Scholarship Applications: Search for scholarships on the NTHS College and Career Center Website [Scholarship List](#)
 - Scholarships specific to the college you attend—check the school’s website to see how to apply for these specific scholarships.

Second Semester

- **Community College/Technical/Trade School:** Applications typically open in late March or April. Go directly to the college website and follow the application process.
- **Mid-year reports:** Check to see if you need to submit mid-year reports.
- **Request Final Transcripts.** In June, students will complete an Exit Form. This will include where you want your final transcripts sent. Include your final college choice.