

## ITEMS TO BE COMPLETED FOR THE COLLEGE APPLICATION PROCESS

- ❑ **Autobiographical Character Sketch** – This is your opportunity to discuss *everything you feel* should be highlighted in your counselor’s letter of recommendation. This exercise may even help you brainstorm ideas for your college essay(s). Use any format you’d like and know that this is for your counselor’s eyes only – it will NOT be sent anywhere! Please be thorough in your responses. You will find the Autobiographical Character Sketch in your ***Guidance Google Classroom***.
- ❑ **Parent Brag Sheet** – Parents are asked to complete the Parent Brag Sheet; this is helpful information your counselor may want to use in his/her letter of recommendation. This form is in your ***Guidance Google Classroom*** and on the ***Guidance website***.
- ❑ **Resumé** – Compile and organize your activities, clubs, athletics, community service, work experience, internships and special programs in which you have participated, from 9<sup>th</sup> grade to 12<sup>th</sup> grade, both in & out of school, including summers. Do the same with any awards or commendations you may have received. Submit/upload to your ***Guidance Google Classroom***. This too, is only for your counselor, and will NOT be sent anywhere!
- ❑ **College Essays** – **Begin your essays** by formulating thoughts and ideas on people and things that are significant to you, your values, your experiences, who you are, how you got here, and perhaps where you want to go. Have fun with it and be yourself! Focus on concepts, not grammar and punctuation--that will be refined later. Remember...your essay is the *voice* of your application! It is your ***primary*** opportunity to express yourself to the college admission committee! Upon returning to school, consult with an English teacher to assist you. **\*Review the essay prompts on the application(s) of your prospective schools!** Most likely you will be using the Common Application; thus we strongly suggest you utilize one of their essay prompts to write your rough draft.
- ❑ **Letters of Recommendation** - Ask **two** academic teachers (preferably from junior year) to write you a letter of recommendation to be sent directly to colleges. In the fall, we will go over the specific procedures for processing these letters. You might also consider asking a supervisor related to community service, internships, and work experience to write on your behalf, though this is not required. If you plan to utilize someone from outside of school for a recommendation, ask that individual to write your letter this summer to ensure it will be ready in time.
- ❑ **Research Colleges** – Determine what is important to you in selecting a college and keep an open mind throughout the college exploration process. Through your research, consider what each school has to offer (academic majors, course offerings, campus activities, special programs, etc). **Plan for in-person visits and information sessions**, as this is a vital component of the college exploration and application process. Consult college websites to obtain information about campus tours and/or information sessions. **It is essential to frequently visit each college’s website to review & understand their specific application requirements.**

**\*\* Your goal for September is to have a working list of colleges you plan on applying to, including likely, target and reach schools.** As you compile your list, **please take note of deadlines and application requirements.** Continually update your prospective school list on **Naviance** (*located in the My Favorites section: Colleges I’m Thinking About*).

In the fall, attend the **mini-college conferences** and individual college representatives' visits held at North (virtual or in person). A frequently updated schedule will *only* be found on Naviance, and **students must register to attend.**

- ❑ **Standardized Testing** – While some schools are test-optional, we still strongly encourage you to register and take at least one exam. Currently, the following ACT/SAT testing dates are scheduled:

ACT - Sept 6th, Oct 18th, Dec 13th

SAT - Aug 23rd, Sept 13th, Oct 4th, Nov 8th, Dec 6th

**\* You must verify with the individual colleges as to what their testing requirements are.**

**If you choose or are required to submit your scores, you are responsible for having them *officially sent* to colleges through the College Board and/or ACT website.** If you are applying Early Decision or Early Action, and plan on taking any standardized test(s) in the fall, check the application guidelines for those schools.

**TOEFL/Duolingo English Test:** If English is not your first language and you have been in the United States for less than five years, you must also take the TOEFL or Duolingo exam. To register visit: [www.toefl.org](http://www.toefl.org) or <https://englishtest.duolingo.com/>

- ❑ **College Applications** – Once you have completed and submitted your autobiographical sketch, resumé and have begun writing a rough draft of an essay, you should start working on college applications. There are multiple application platforms (*Common, Coalition*, and college specific applications), so be sure to check college websites to verify the platform they utilize. You may be able to minimize your workload if several of your colleges accept the same application. The *Common App* will go live for the 2025-2026 admissions season on **August 1<sup>st</sup>**. You should create an account as soon as possible. We will be pushing into junior classes to help students create this account if they have not already done so.
- ❑ **Transcript** - In late August/early September, carefully review your updated **transcript** located in the Campus Backpack link on the Parent Portal and immediately address any *mistakes* that need to be corrected. Notify your counselor regarding errors with your name, address, phone number, etc.
- ❑ **Submitting Applications** – Students submit their own applications, but must see their counselor in person to request that their school materials be submitted to their colleges. ***Your first request for release of your academic records must be made at least 15 school days before the college deadline... subsequent applications are due 10 school days prior to the college deadline.***
  - ✓ ED/EA college deadline of November 1<sup>st</sup>- due to your counselor: **October 10th.**
  - ✓ College deadlines of November 15<sup>th</sup> – December 1- due to your counselor: **October 24th.**
  - ✓ All remaining applications due to your counselor: **December 3rd.**
- ❑ **Be sure to save all of your work on your school Google account and save your passwords and usernames in an accessible location!**
- ❑ **Senior Year really matters!** Your senior *courses in progress* are listed on your transcript and *every* college you apply to automatically receives your mid-year grades. The college you are accepted to and choose to attend will monitor your work throughout your **entire** senior year!

**\*\*Guidance will be hosting a Common App Workshop during the last week of August. Please be on the lookout for details!**