

UAHS SENIOR COLLEGE APPLICATION CHECKLIST

Upper Arlington High School • College & Career Center

Please note: All senior forms are available in MaiaLearning → “Resources” as well as in paper form in the College & Career Center.

1. Create a Strong College List

An appropriate list assures your acceptance into several colleges! Be sure every school on your list is one that you would be happy to attend. Most students apply to 5–9 colleges. Estimate application costs, deadlines, and how you will apply (Early Decision/Early Action/Rolling/Regular). Please be aware of DEADLINES!

2. Log In to Your MaiaLearning Account

Make sure all of the schools you are applying to are in your “*Considering*” list. Click “Universities” → “Search” and use the magnifying glass to find each school. Once you find it, click the heart at the top right corner of the box. Repeat for each school.

- ☐ All schools are listed in my “*Considering*” list in MaiaLearning.
- ☐ For each school, the “*type, term, plan & deadline*” have been entered. Completing this information accurately will help when you are ready to complete your transcript request form.

3. Common Application

If you are applying to a school using the Common Application (CA), complete the following before turning in your first transcript request.

- ☐ Create a CA account. Write down and remember your CA email address and password. Share login information with your parents. Visit www.commonapp.org.
- ☐ Link your CA account to MaiaLearning. Log in to MaiaLearning. Click your profile image at the top right of the page → select Settings → in the “*Application Systems*” section, select “*Click to link your account.*”
- ☐ Click “*College Search*” in your Dashboard to add the schools you will be applying to.
- ☐ Click “*My Common Application*” in your Dashboard and then “*Education.*” Use the “*Common Application Education Page Answers*” form to complete this section. The form is available in MaiaLearning under “*Resources*” and in paper form in the College & Career Center.

- ☐ Complete the FERPA “*Release Authorization*” on the Common Application. Find this by clicking on one of your colleges and then “*Recommender and FERPA*.” The College Center recommends that you click the box that says “I waive my right...”

Important FERPA Note: You CANNOT change your mind about the FERPA selection once you have invited/connected teachers to your electronic account (done in MaiaLearning).

Questions? Please ask Dr. Moore or Ms. Sexton.

4. Meet with Your School Counselor

- ☐ Make an appointment with your School Counselor for your senior conference to discuss graduation requirements, your letter of recommendation (if you need one), and other senior-year college application questions.

School Counselor Letter of Recommendation: Some schools require a counselor recommendation, but many do not. Once your colleges are added to your “*Considering*” list in MaiaLearning, you will be able to see if they require a school counselor letter.

If you are requesting your School Counselor to write on your behalf, the following forms should be turned in to your counselor BEFORE you request your first transcript. School Counselors need this information at least 3 weeks BEFORE your first deadline.

Again, you only need the following IF your School Counselor will be writing on your behalf.

- ☐ Parent Brag Sheet (completed by parent/guardian)
- ☐ College/Career Form
- ☐ High School Resume *Only if required by your counselor (completed by the student)

If you don't have a resume, you can create one in MaiaLearning: Portfolio → Resume → Add Resume at the top of the page.

If you already have a resume, you can upload it to MaiaLearning: Portfolio → Resume → Add Resume → enter the name → Upload Existing Resume (PDF or Word).

5. Teacher Letter of Recommendation

You will likely want at least one teacher to write on your behalf. Some schools require additional letters—please check each college’s website. Please do not ask more teachers for recommendations than you actually need.

Students will request UAHS teacher recommendation(s) within MaiaLearning:

1. On the left-side navigation menu, click “*Universities*” and then select “*Recommendations*.”
2. Select a Deadline Date (this should be your first application deadline date).

3. Select the name of your teacher under “*Recommenders.*” Search by name or browse the list, then check the box next to the teacher’s name.
4. Under “*Universities,*” check the box for each university where you want that particular teacher’s letter sent.
5. Answer each question under “*Information for Recommenders.*” Your teacher will be able to see your responses, which will help them write a strong letter for you.
6. Click “*SAVE.*”
7. Repeat the steps above if you are requesting additional teachers. Each teacher should be added separately.

If you do not see your teacher’s name on the list, please email the College Center with a request to have the teacher added. Include the teacher’s name, subject, and email address. Only Upper Arlington High School teachers can be added to the teacher list.

- ☐ Invite your teacher(s) who is/are writing a letter on your behalf in MaiaLearning — DO NOT complete this until you have personally talked with your teacher(s).
- ☐ Letter of Recommendation: Questions must be completed by students in MaiaLearning. You will complete the questions twice if asking two teachers.

Deadline Reminder: All teacher requests should be completed 3 weeks BEFORE the first college application deadline.

6. All College Applications

Whether you are using the Common Application or applying through the college’s website:

- ☐ Send your official test scores from SAT or ACT (unless you are applying test-optional). Please note that colleges will ALWAYS use the best scores that you send. Some schools allow students to self-report test scores. Check each school’s website for its requirements.
- ☐ Complete a Transcript Request Form (TRF). Forms are available in the College & Career Center (hard copy), electronically in MaiaLearning, and on the UAHS College Center website.
- ☐ Submit the TRF to the College Center. You will be billed \$5 for EACH college transcript requested. The form allows students to request 3 colleges on one form (\$15 for the page). Transcript requests for students under 18 must include a parent signature.

First Transcript Deadline Reminder: The first transcript request must be turned in 3 weeks BEFORE the first college application deadline. Subsequent requests can be completed in much less time.

Transcript request forms can be completed electronically and sent to collegecenter@uaschools.org or submitted in person. Once you submit the transcript form to the College Center, you will be billed via PaySchools.

7. What UAHS Sends to Colleges

School forms sent to colleges include:

- ☐ Official transcript
- ☐ Senior schedule
- ☐ School profile
- ☐ IB profile (if the student is a Full IB Candidate)
- ☐ School report completed by the School Counselor
- ☐ Letter of recommendation written by the School Counselor/Teacher (if requested/needed)

Please contact the College Center with any questions.

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