Application Checklist

College Applications	
	Complete college list including deadlines
	Complete Common Application (includes application fees)
	Transcript Release Form signed and turned into School Counseling Office
	Request to send materials form submitted to School Counseling Office
College Essay	
	Write essay
	Have essay proofread
	Essay proofread by:
Letters of Recommendation & Naviance	
	Link Naviance account with Common Application
	Filled out Counselor request for recommendation on Naviance
	Teacher 1:
	Asked for recommendation
	Filled out the request for recommendation form
	Requested on Naviance
	Teacher 2:
	Asked for recommendation
	Filled out the request for recommendation form
	Requested on Naviance
Test Scores (Select One)	
	SAT scores sent through Collegeboard
	ACT scores sent through actstudent.org
	Applying Testing Optional
Financial Aid	
	Fill out FAFSA
	Apply for scholarships

Application Checklist

	Bring Financial Aid Award letters from colleges to counselor
Final Steps	
	Make a final decision and report it to the counselor
	Send deposit to college by May 1st