College Application Checklist

☐ Fill out the application.

- This can be done through the SUNY app (SUNY.edu), the Common App (commonapp.org), or the school's own application found on their website. Follow the directions completely and pay close attention to deadlines. If using the Common App, you must submit for each school individually.

☐ Complete the self-reported transcript (STARS) if required.

☐ Send test scores…if you plan to submit them.

- This can be done at collegeboard.org or actstudent.org depending on which scores you plan to send. Most colleges superscore. Remember that most schools are test-optional.

☐ Teacher Recommendations

- *Only* if required by the college, the student asks teacher(s) in person to write on their behalf. Provide the teacher with any information they ask for. Invite the teacher to complete the recommendation through Naviance (Colleges -> Letters of Rec). Check the "general request" option. Counselors can clarify with you which recommendation should be sent to each school.

☐ Naviance

- "Match" your account if applying through the Common App (CA). You must complete the FERPA waiver in CA (under "My Colleges"), *before* you can "Match" in Naviance. Schools should also be added in your CA account. Be sure to add all schools to the list of "schools I'm applying to" if not using the CA.

☐ Counselor Recommendation

- Many colleges need a counselor recommendation; check the college website (*not* Common App) to see if it's required. Counselors do not need to be invited through Naviance. Some counselors require a form to be filled out prior to writing a recommendation; check with your counselor to see if you need to complete one.

☐ Meet with your counselor.

- Make an appt. to meet with your counselor at least ten school days before your application is due. We do not send materials without a meeting. This guarantees all pieces of the app. are submitted.

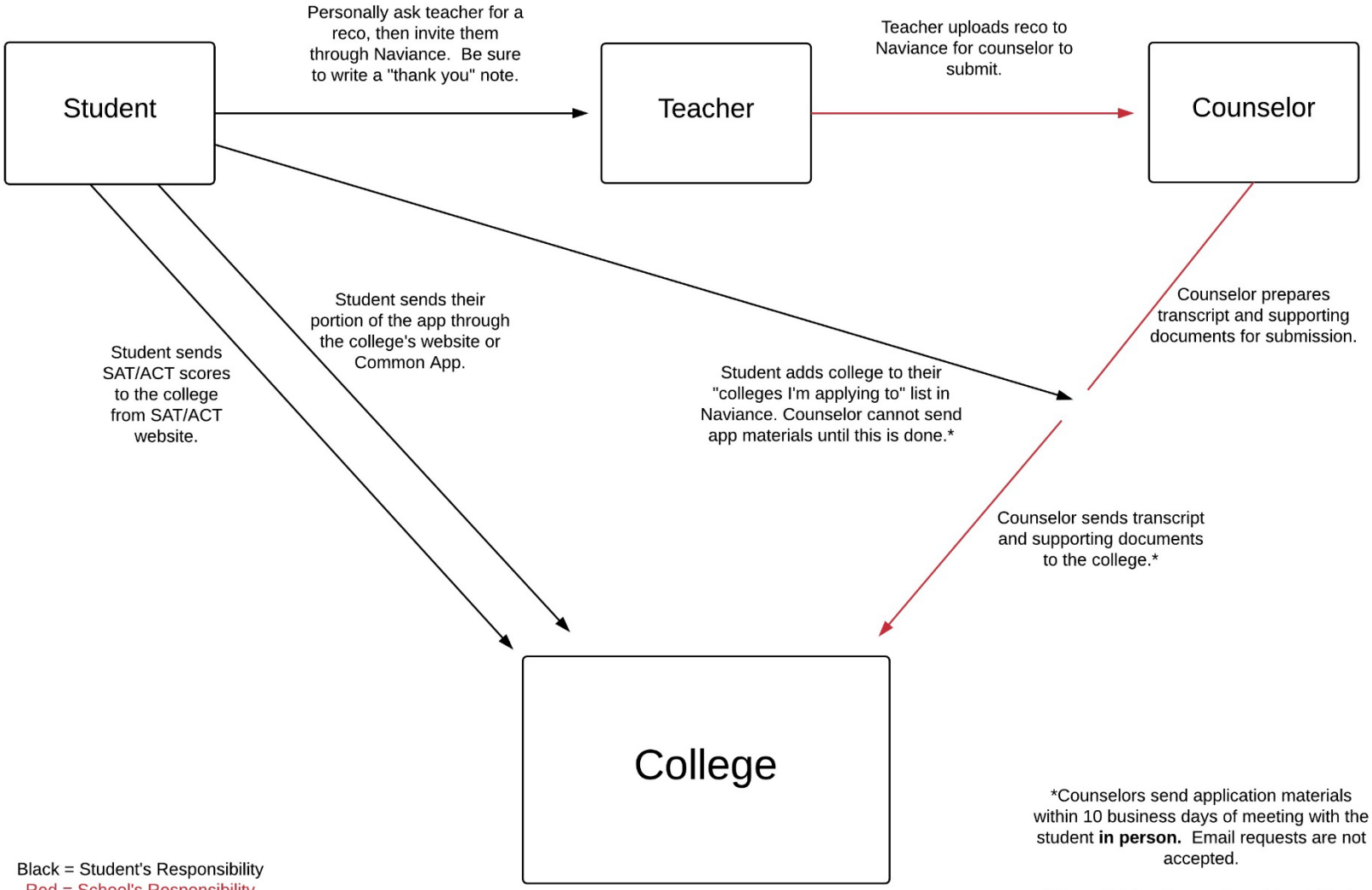
☐ Complete the 2027-2028 FAFSA (studentaid.gov).

- This should be done regardless of your family's income. Even if you're not initially eligible, it's a nice insurance policy should circumstances change. Next year's FAFSA is expected to be available on October 1, 2026.

☐ Complete the CSS Profile if required (collegeboard.org).

- About 200 private schools require the FAFSA AND this supplemental financial aid form.

College Application Triangle...of DOOM**



Black = Student's Responsibility
Red = School's Responsibility

*Counselors send application materials within 10 business days of meeting with the student **in person.** Email requests are not accepted.

**Doom? Eh, why not, it's a joke. This *is* important, but we don't need to take it *so* seriously. Take a deep breath and relax. :)