



KEEP CALM AND APPLY ON

Senior Checklist:

- Prepare list of colleges you are applying to...4 to 6 colleges is optimal. Please add colleges into the 'Colleges I am Applying to' section in Naviance.
- If need to retake, register for SAT/ACT/SAT II (subject test) at www.collegeboard.com
- Have College Board send out your scores to colleges of choice.
- Ask 1-2 teachers for letter of recommendation*. Give teachers a well written brag sheet. Add recommenders to Naviance list.
- Ask counselor for letter of recommendation (if needed) *21 days prior to first application deadline*. Give counselor a well written brag sheet. Counselor Recommendation form-found in Naviance in the 'About Me' section.
- Complete college application via Common App, college website or paper forms as required by the colleges. Be sure to fill out any supplemental information.
- Use Naviance to:
 - add the list of colleges you are applying to (may need to move them over from colleges I am thinking about list)
 - request transcripts, *21 days prior to first college deadline*
 - request letters of recommendations from the teachers
- Please also fill out the green transcript request form 21 days prior to application deadlines and drop off in the school counseling office. **Transcripts cannot be sent without this form.**
- If you add colleges at a later date, please be sure to enter it in Naviance and notify the counselor via email of the new schools added as well as fill out another green transcript request form.

***If applying by paper forms, please give the teacher a stamped, addressed envelope for that college.**

Financial Checklist:

- Fill out FAFSA forms on www.fafsa.ed.gov.
- Fill out CSS profile if college requests it. www.collegeboard.org/css-fin
- Go to Naviance and click on scholarships to look for scholarship opportunities
- A good and free resource for financial information is **NHHEAF 1-800-525-2577**

*See your school counselor if you need help. Advocate for yourself.
This is the beginning of a new adventure...Go forth and create new paths ☺*

College Application Cheat Sheet

Common Application:

Create an account

Write your username and password down!!

Fill out all personal & school information

Add at least one college

Click on one of the colleges

Below you will see a tab for FERPA

Fill out the FERPA-*waive your rights*

This will automatically apply to all your colleges*

Naviance:

School counselors can send you your username and reset your password if needed.

Click on-

Colleges I'm applying to

Match accounts-in the top right corner

-You'll know the accounts have successfully matched if this turns **green**

School Counselor Letter of Recommendation (Naviance)

Click on these tabs:

About me

Surveys

Surveys not yet started

20201 school counselor recommendation

Parent input survey (optional)

Adding a Teacher Letter of Recommendation (Naviance)

*Be sure to ask them in person or via email prior to adding them to Naviance

Click on these tabs:

Colleges

Apply to College

Letters of Recommendation

Add your teacher from the drop down menu (in most cases you will select 'all schools' unless you only want them sent to specific schools.

Add a note thanking them for writing your letter and your earliest application due date

Sending SAT Scores

Type in sat.org

Click 'send my scores'

You will be prompted to add schools and pay for score sends if applicable

Is GPA Weighted? YES **Class rank:** None (we do not rank) **Class size:** 227