

# College Application Checklist

## Start Your College Application

- Find the college's application on the **Admissions** tab of their website. If the college accepts more than one type of application (i.e. the Common App, the Coalition App, the college's own application, etc.), decide which application you will use for each of your applications.
- FOLLOW INSTRUCTIONS WITHIN THE APPLICATION to determine which of the following are required: transcript, counselor or teacher forms or letters of recommendation, test scores, etc.

## Request Transcripts

Request transcripts AT LEAST 15 SCHOOL DAYS BEFORE THE DEADLINE:

- If you applied using the Common Application, the Coalition Application or colleges using SENDedu:
  - You will enter your counselor's email address in your application in order to invite them to upload your transcript directly to your application.
- For transcripts required for all other applications, request through [www.parchment.com](http://www.parchment.com)

## Send Test Scores

- If you selected colleges when you registered to take the ACT or SAT, these scores have already been sent to the college. If you need to send test scores to your colleges, AT LEAST FOUR WEEKS BEFORE THE DEADLINE, go to:  
**ACT:** [actstudent.org](http://actstudent.org) AND/OR **SAT:** [collegeboard.org](http://collegeboard.org)
- Remember some colleges require SAT II subject tests for admission as well.

## Request Counselor Recommendations, Forms or the School Report

Not all colleges require counselor letters of recommendation or counselor forms. If your application requires these, AT LEAST 15 SCHOOL DAYS BEFORE THE DEADLINE:

- Complete the **Recommendation Information Survey** on the About Me tab in Naviance or any other forms your counselor prefers. (Ask them when you ask for a recommendation letter)
- Follow the instructions in your college application listing your counselor's email address. Your counselor will receive an email with instructions to upload their materials directly into your college application.

## Request Teacher Recommendations

Not all colleges require teacher letters of recommendation or teacher forms. If your application requires these, AT LEAST 15 SCHOOL DAYS BEFORE THE DEADLINE:

- Ask your teacher in person and give your teacher information about yourself.
- Follow the instructions in the college application where you will list your teacher's email address. Your teacher will receive an email with instructions to upload their materials directly to your college application.

## Check that ALL application materials were sent AND received!!

- If you applied online, log in to each college application account or your Common Application or Coalition Application account and check that your application is complete.
- If you requested transcripts through Parchment, log into your account at [parchment.com](http://parchment.com) to verify that the transcript was received by the college.

# Once College Applications are complete...

Timetable for Senior Year

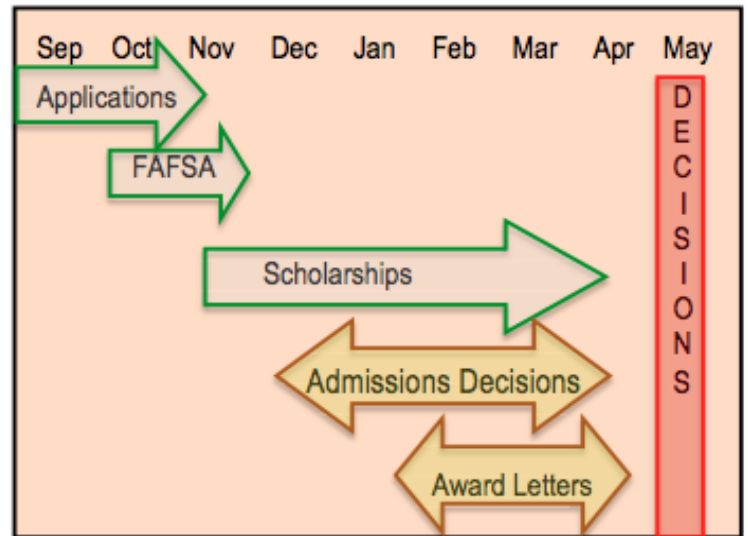
## Financial Aid

- Check the financial aid tab of each college website to see what financial aid forms are required. Some schools ask for the CSS Profile or their own school form in addition to the Free Application for Federal Student Aid (FAFSA). These may have early deadlines.
- Fill out the FAFSA, ideally between October 1<sup>st</sup> and November 15<sup>th</sup> at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## Scholarships

- Look for scholarships that match your talents and interests on college websites, in Naviance in the *Colleges* tab under *Scholarships and Money*, on the scrolling announcements or in the national scholarship search engines found on the College Resources page of our website.
- Apply to at least one per week.

## Thank teachers and counselors who helped you with this process!



### FOR MORE INFO ON:

College Selection  
College and Career Events  
Financial Aid  
Scholarships

Check out the RMHS College Resources Webpage:  
Start on the RMHS homepage  
Click on Students  
Select College Resources