








# College Application Checklist

	Task	Timeframe	Where
<input type="checkbox"/>	<p><b>Complete the Request for Recommendation</b>  <i>This gives a complete picture of your activities - both in and out of school, your honors and awards, and other information that helps your teachers and counselor write a comprehensive letter of recommendation. The more information you provide, the more personalized the letter. This should be completed before asking teachers and counselors to write a letter of recommendation. Go to Naviance - "About Me" tab.</i></p>	June 1 – End of School	NAVIANCE
<input type="checkbox"/>	<p><b>Add Colleges to the Colleges I Am Thinking About List</b>  <i>Log on to your Naviance account and add colleges to Colleges I Am Thinking About list. You can list as many colleges as you would like, but remember to include the colleges that you plan to apply to on this list.</i></p>	June 1- End of School	NAVIANCE
<input type="checkbox"/>	<p><b>Complete Colleges I'm Applying To List</b>            Be sure to only put schools you are SURE to apply to on this list</p>	June 1 – End of School	NAVIANCE
<input type="checkbox"/>	<p><b>Submit Permission to Release Transcript Form</b>  <i>Once form is completed, turn it in to Ms. Wilton in the Counseling Office. Be sure to have a parent sign the form.</i></p>	Ongoing	Counseling Office
<input type="checkbox"/>	<p><b>Talk to your teachers</b>  <i>You need to have a conversation with your teachers before requesting recommendations from them in Naviance Family Connection. Also, remember if you add any new colleges, you need to notify each teacher of the new colleges. Don't forget to write a thank you note for each teacher who writes a letter of recommendation for you.</i></p>	Ongoing	
<input type="checkbox"/>	<p><b>Invite teachers to complete the letter of recommendation in Naviance</b>  <i>Click on "Colleges I Am Applying to" under the Colleges tab. Under the Teacher Recommendations section, click the add/cancel requests link. Select the teacher you would like to write a recommendation from the drop down menu. Repeat for additional teachers. Do not add counselor as a teacher recommendation. Click the Update Requests button. CTC Teachers/Internship recommender will not be on this list -- see your counselor for details on how to request these particular teacher/recommenders.</i></p>	Ongoing	NAVIANCE
<input type="checkbox"/>	<p><b><u>If you are applying to colleges using the Common Application,</u></b>            log on to the Common Application website and add the colleges listed on Naviance. You also must complete the FERPA Release Authorization. Do not add any teachers or your counselor directly on Common Application for recommendations. This is all done through Naviance.  <i>Watch this video to get more detailed instructions.  <a href="https://www.youtube.com/watch?v=-dTI2wJ_JA">https://www.youtube.com/watch?v=-dTI2wJ_JA</a>.</i></p>	Once you have added colleges to your Common App	

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<input type="checkbox"/>	<p><b><u>If you are applying to colleges using the Common Application, view the video on your Naviance Homepage and complete the Common Application match</u></b></p> <p>Watch this video by accessing the links section (left side) of your Naviance homepage – Com App Match Video. This is critical for your counselors and teachers to be able to submit documents on your behalf. Also, go into “Colleges I’m Applying to” and click on “Unknown” under “Applying via Common App?” to let them know that you intend to apply with the Common Application.</p>	Once you have added colleges to your Common App	
<input type="checkbox"/>	<p><b>Request Test Scores Be Sent To Colleges</b></p> <p>Colleges want your ACT and SAT scores sent directly from ACT or The College Board. Log on to your account at <a href="http://www.actstudent.org">www.actstudent.org</a> or <a href="http://www.collegeboard.com">www.collegeboard.com</a> and follow the instructions to have your scores sent to your list of colleges.</p>	As soon as you finish testing	
<input type="checkbox"/>	<p><b>Submit applications by the deadline dates posted by the college</b></p> <p>Log in to Naviance, click on College tab, “Colleges I’m Applying To”. Under the column My App, click on the button that says “Have you Applied?” For each college click the box that says “I have submitted my application”. Scroll all the way to the bottom and click update applications.</p>		College Websites
<input type="checkbox"/>	<p><b>Apply for FAFSA Pin</b></p> <p>Go to <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> and apply for a US Department of Education Pin number in order to file your FAFSA electronically in January- <a href="http://www.pin.ed.gov">www.pin.ed.gov</a> . Both you and your parents need to have separate pin numbers.</p>	November	<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>
<input type="checkbox"/>	<p><b>Apply for Scholarships</b></p> <p>Naviance has a complete list of both local and national scholarships you might be eligible for. You can apply for as many as you would like. A popular scholarship for the Frederick area opens in January called Community Foundation scholarship- <a href="http://www.cffredco.org">www.cffredco.org</a> .</p>	November- March	
<input type="checkbox"/>	<p><b>Submit FAFSA online</b></p> <p>Go to <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> to complete your FAFSA. Be sure to list the colleges you are applying to in order for your financial information to be shared with those colleges directly. Also, make sure that you have your pin number handy when completing this form. You can start to submit your FAFSA as early as January 1, but must have it submitted by March 1.</p>	October 1 March 1	<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>
<input type="checkbox"/>	<p><b>Edit college results in Naviance</b></p> <p>Once you start getting replies from colleges, you need to indicate the results for each college in Naviance. Log in to Naviance, under Colleges I’m Applying To tab. Click on the pencil icon under the Edit column. Next to result, use the drop down box to indicate our result from the college. Once you have indicated the result, scroll to the bottom of the page and click update applications.</p>	Once you hear back from the colleges	
<input type="checkbox"/>	<p><b>Complete Senior Survey so the registrar can send out a final transcript to your college</b></p> <p>This survey will be completed just before graduation in May. Congratulations!!!! You are now officially finished with the college application process.</p>	May 2015	

Website for Family Connections: <http://connection.naviance.com/middlethis>

Username: Student ID #

Password: Student ID #