

# College Application Checklist

\*\*\*\*This checklist and our presentations can also be found on the CHS website under the Counseling tab\*\*\*\*

- ☐ Hand in your [Transcript Release Form](#) (ie. Pink form) ASAP. Must be done at least 3-4 wks before your deadline.
- ☐ Make a Common App account at [www.commonapp.org](http://www.commonapp.org)
- ☐ Link your Common Application and Naviance Accounts (use Single Sign On button tab Naviance).
  - ☐ Do the FERPA release and indicate CHS on Common App, then go to Naviance and hit "MATCH"
- ☐ Make sure that ALL your Common App (CA) schools are listed in BOTH Naviance and CA
- ☐ Select "Request Transcripts" on Naviance for EACH college at least 3 wks before deadline. Using the edit feature:
  - ☐ You **MUST** mark **HOW** you are applying. "Common App" OR "Direct to Institution."
  - ☐ You **MUST** identify **HOW** you are applying: Early (EA/ED), Regular Decision (RD), or Rolling AND term.
  - ☐ Click **INITIAL** for the transcript you are requesting and use the drop down menu to select colleges.
- ☐ IF Required- officially request your SAT/ACT scores be sent to colleges at least 4 wks before deadline.
  - To send scores OFFICIALLY use [www.collegeboard.org](http://www.collegeboard.org) for SAT or [www.actstudent.org](http://www.actstudent.org) for ACT.
  - Self reporting scores on Common App **DOES NOT** replace OFFICIALLY sending scores.
- ☐ Request Teacher Letters of Recommendation in person & on Naviance at least 3-4 wks before deadline.
  - Step #1: You **MUST** ask the teacher(s) **IN PERSON (the best way is by scheduling them for an AT).**
  - Step #2: Either at the time you ask or right afterwards, provide them with the "[Student Brag Sheet for Teachers.](#)" After you fill it out, you can download it and attach it to an email to them or give them a hard copy. Add outside activities in the additional information section.
  - Step #3: Request recommendations from teachers on Naviance and identify which colleges you would like those teachers to submit their letters to. (Check how many letters are needed and from who)
  - Step #4: Write a thank you note for your teacher
- ☐ Request your Counselor Letter of Recommendation (if required) at least 3-4 wks before deadline.
  - Step #1: Fill out the "[Student Brag Sheet for Counselors](#)". You can download it with your changes and attach it to an email to your counselor requesting an appt.
  - Step #2: Once completed, you **MUST** make an appointment with your counselor to go over the survey.
  - Step #3: Write a thank you note for your counselor
- ☐ Finish **ALL** sections of your Common Application and/or other Applications.
  - Know your deadlines. Check individual school's websites to find application deadlines. **Submit on time!**
  - See Common Application tips on the back of this page
- ☐ Fill out the Free Application for Federal Student Aid aka The FAFSA, The VT State Grant, (and if necessary The CSS Profile).
  - Use [FAFSA.gov](http://FAFSA.gov) and [VSAC.org](http://VSAC.org) to complete the FAFSA and VT State Grant. At the end of the FAFSA you can link to the VT Grant and your data should pre-populate.
  - **IF** the colleges you are applying to require it, complete the **CSS Profile** online.
- ☐ Apply for Scholarships (continuous process)
  - See Counseling section on CHS website and click on "Financial Aid" for scholarship resources.
  - See scholarships list in Naviance (under Colleges, Scholarships and Money, National Scholarship Search)

*\*\*\*If you provide less than 3-4 weeks when you request a recommendation letter, transcripts, or official SAT/ACT scores (via the testing websites), contact your colleges to check with them and inform them that the majority of your application materials will be sent in by you on time, but those specific items could be late.\*\*\**

## Tips and suggestions for filling out The Common Application

- ❑ You DO NOT need to wait for teacher or counselor recommendations to be uploaded in Naviance to submit your portion of the Common Application. **MAKE SURE YOUR APPLICATION IS IN BY THE DEADLINES**
- ❑ Each individual college has supplemental questions (and some have extra essays) that you will have to answer before submitting your application. These are found under the "My Colleges" tab in the Common App, under each College.
- ❑ Under the Grades section under Education, only put the class size and do not fill out anything else since they do not give the option for a 4.33 GPA.
- ❑ Self reporting your SAT and/or ACT on the Common App DOES NOT replace the need to request official scores to be sent to the schools you are applying to unless a specific college tells you otherwise. Remember, this is done via [www.collegeboard.org](http://www.collegeboard.org) and [www.actstudent.org](http://www.actstudent.org).
- ❑ Make sure you are filling in the Activities section of the Common App with as much detail as possible. Look back at your resume in Naviance. Do not forget to include: Employment; Community Service; School-Related Activities such as sports, theater, clubs, etc.; Outside of School Activities such as Scouts, Camp Counseling, Outside Sports, Hobbies, etc.
- ❑ Make sure you are having as many people as possible read over and edit your essay.
- ❑ Carefully review EVERY section of your Common Application for accuracy, spelling, grammar, etc. as this is each college's first impression of you. In addition, sometimes there is a check mark even when a section has not been completed, so make sure you've filled out every section completely.
- ❑ When in doubt about something, email or call your colleges directly. It should be the student, not a guardian making this contact.
- ❑ **DO NOT WAIT UNTIL THE LAST MINUTE TO DO THE COMMON APP** (ex. storm caused power outage)