

2026-2027 College Application Checklist

****IMPORTANT NOTE: REQUESTS FOR TRANSCRIPTS, TESTS SCORES, AND LETTERS OF RECOMMENDATION SHOULD BE DONE 3-4 WEEKS BEFORE YOUR DEADLINES. ****

- Create a Common Application account at www.commonapp.org (if applicable)
- Sign FERPA Waiver in Scoir and on The Common Application (if using The Common Application)
 - In the common app, you must add at least one college, then go to "Recommenders and FERPA"
 - Use the Scoir link that was sent to you in September. Click "Access Scoir Now", use CHS Google login info
 - In Scoir, go to "Me" then "View Profile", then do the FERPA release under "Scoir FERPA" then "Waiver of Rights"
- Guardian Release Authorization in Scoir (guardians should go through the link that Scoir emailed to them)
- Link your Common Application and Scoir accounts (if applying to Common Application schools)
 - Under the specific college, go to "General" where you must identify your Start Term **AND** if you are applying Early (EA/ED), Regular Decision (RD), or Rolling Decision.
- Add NON Common Application schools to Scoir (if applicable)
 - You must mark that you are applying via "college website" for non Common Application schools.
- In order to **send transcripts to colleges**, colleges must be in the **Applying** or **Applied** column in **Scoir**
- 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 for SAT or www.actstudent.org for ACT.
- Request Teacher Letters of Recommendation in person and in Scoir at least 3-4 wks before deadline**
 - Step #1: Ask teacher(s) in person if they are willing to write you a letter of recommendation.
 - Step #2: Fill out the "letter of recommendation form" in Scoir (form available on Scoir homepage).
 - Step #3: Request recommendations from teachers on Scoir- *My Colleges, Docs, New request.*
 - Click "New Request" and add teacher then Click "General recommendation".
 - Once you get notified that the teacher has completed your letter, you **MUST** go back into Scoir and identify which colleges you would like to receive those letters. (Check the number and type of letters needed via the college websites).
 - Step #4: Write a thank you note for your recommenders (teachers, counselors, coaches, employers, etc.).
- Request your Counselor Letter of Recommendation (if need/want one) at least 3-4 wks before deadline**
 - Step 1: Fill out the "letter of recommendation form" in Scoir (form available on Scoir homepage).
 - Step #2: Make an appointment to meet with your school counselor to go over the form (do NOT invite them in Scoir). **School counselors will not write letters of recommendation until *after* this meeting.**
- Finish ALL sections of your Common Application and/or other applications ON TIME (see tips on back)**
- Fill out the Free Application for Federal Student Aid aka The FAFSA, The VT State Grant, (and if necessary The CSS Profile) AND Apply for Scholarships (continuous process)**
 - Use FAFSA.gov and VSAC.org to complete the FAFSA and VT State Grant.
 - IF** the colleges you are applying to require it, complete the **CSS Profile** online.
 - See Counseling section on CHS website and click on "Financial Aid" for scholarship resources.

—Flip over for Common Application tips—

Tips and suggestions for filling out The Common Application

- ❑ You DO NOT need to wait for teacher or counselor recommendations to be uploaded in Scoir to submit your portion of The Common Application.
- ❑ 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.
- ❑ 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 and www.actstudent.org.
- ❑ Make sure you are filling in the Activities section of the Common App with as much detail as possible. 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 give feedback on your essay. Make sure this is your own writing and voice.
- ❑ 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, feel free to 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)
- ★ *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.*