

The College Application Checklist

- ★ As we talked about in our meeting last spring, you should now all have a Scoir account. If you haven't created an account, please do so [HERE](#).
- ★ You will be applying to the majority of your schools through Common App. [Create your account](#) as a first year student.

1. Make a balanced list of schools which align to your goals and reflect who you are.

Choose schools based on your own priorities and interests. Consider finances, major options, class sizes, location, distance from home, special programs, etc. Talk to your parents, school counselor, and teachers in your quest to find the best fit for your future. We suggest choosing at least two safety schools, two match schools, and one reach school for a balanced list. Use the [College Applications Organizer](#) to help streamline and simplify the college process. Once you've researched your options, log onto Scoir and add your schools.

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2. Check standardized testing requirements.

Do your colleges require SAT/ACT scores for submission? If so, [sign up for SATs](#) or [sign up for the ACTs](#). If you decide to send scores to a college, you'll need to do so through the CollegeBoard or ACT websites.

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****Helpful Hint*** Many schools have become test optional. Make sure to check [FairTest](#) for a long list of test optional schools*

3. Draft and finalize your college essay.

Most schools will require a personal essay as part of the application requirements. The essay is a great way to showcase your writing skills and give admissions a sense of who you are. The applications will provide prompts for you to inspire your story. The possibilities are endless!

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****Helpful Hint*** We don't recommend using COVID-19 as a topic for your essay. Common App will provide a dedicated space to elaborate on the impact of the pandemic, both personally and academically. Your essay is a chance to share your interests and perspectives beyond COVID-19.*

4. Ask for letters of recommendation.

Will you need to request recommendation letters? If so, how many (check each school's requirements). These letters should be written by someone who knows you well and can speak to your talents, accomplishments, and personality. If you're asking a teacher or school counselor to write a letter, keep in mind many others students are probably asking for the same. **Make sure you have a conversation with your teacher and counselor at least four weeks in advance for a letter.** Once your teacher has agreed to write a letter, you must do two things. First, add schools to which you are applying to the "Applying" list in Scoir (this will ensure that your teachers have accurate deadlines). Second, submit a request through Scoir by following the directions found on [THIS PAGE](#). You must also fill out the Counselor Recommendation Letter, Student Input Survey under "Surveys" in Scoir if you will be requesting a letter of recommendation from your school counselor.

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5. Submit a Transcript Request Form

In order for your counselor to send your transcript to each school you're applying to, you must request an official transcript by filling out the Transcript Request Form found [HERE](#). **The transcript form must be handed to your counselor in person.** You must also sign and submit the FERPA Release & FERPA Waiver found on Scoir under the "Personal Details" section. More information/support can be found [HERE](#)

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6. Complete the FAFSA.

Apply for federal grants, work-study, and loans with the [Free Application for Federal Student Aid Form](#) (FAFSA). Your college uses your FAFSA data to determine your federal aid eligibility. This application must be done with your parents/guardians, as they will need to submit their financial information. Before starting the application, both you and your parents will need to create your own FSA ID. In order to complete the application, you and your parents will need tax returns from 2022.

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7. Search for available scholarships.

Start looking for scholarships after you've applied to your schools. You have nothing to lose and everything to gain. Check the Guidance Google Classroom, your chosen college financial aid office, and numerous search engines (i.e. FastWeb.com, CollegeBoard.org, scholarship.com) that are tailored to your experiences and interests.

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Most Importantly Your school counselor is here every step of the way! Make an appointment with us as many times as you need!