

College Application Checklist

1. Application Considerations:

- Determine whether you will apply Early Decision (binding agreement), Early Action (non-binding) or Regular Admissions for each application.
- Let your Guidance Counselor know if you are applying **Early Decision** and sign electronic contract.
- For schools with rolling admissions or early action, submit the completed application as soon as possible.
- Pay careful attention to application deadlines.
- If applying to **Rutgers University**:
 - Complete the Rutgers application
 - Complete SRAR-Self Reported Academic Record
 - Send official test scores
 - Transcripts and Letters of Recommendation are **NOT** required

2. Completing/Submitting Applications:

- Go to the website for each college that you are applying to and complete the online application.
- Complete the Common Application if the college accepts it.
- Remember to complete any supplementary forms and pay the application fee.
- Add each college that you have applied to, to your “Colleges I Am Applying to” list in Naviance. (Only your Guidance Counselor can change or delete information on this list, contact your counselor if you need something deleted or changed)
 - **All directions can be found on Naviance in the document library under student documents.**

3. Common Application:

- Go to www.commonapp.org, to register and complete the application.
- Colleges **MUST** be added to the college list on your Common Application.
 - If you are applying to any college through the Common Application, you must match your Common App and Naviance account after you have completed the FERPA waiver and authorization on the Common Application. Enter your email into the space provided on the “Colleges I Am Applying To” page to complete the match.
 - For each school that accepts the Common Application, you need to indicate whether or not you are “Applying via common app?” on the Colleges I am applying to page in Naviance.

4. Requesting Letters of Recommendation:

- Decide which teachers/coaches/advisors you would like to ask for recommendations. Make sure you ask them first in person if they will be able to write a letter on your behalf.
- Add teacher’s name to Naviance (located under “College’s I Am Applying To” list).
- Be aware of deadlines, give teachers plenty of time to write letter.
- Remember to thank your teachers for taking the time to write a letter on your behalf.
- Only If your teacher prefers to mail the letter of recommendation or if the college requires all documents to be mailed: (You will see a stamp by the name of the college  in Naviance)
 - Include one stamped, addressed envelope (with college admissions address) for each college you are applying to with the SBHS return address.
 - Teachers will mail their recommendations directly to the colleges.
- Your Guidance Counselor will automatically write a letter of recommendation for you. Please remember to submit your **Senior Prompts/Information for Counselor Recommendation** and **Parent Brag Sheet** to your counselor when you request your transcript for the first time. They can be found on Naviance, under the “About Me” tab. They are listed on the left side under “Surveys to take” and can be submitted online through Naviance.
- If you add additional colleges to your list of “Colleges I am applying to”, contact the teachers and let them know that you have added new colleges to your list.

___ 5. Requesting Transcripts:

- All transcript requests must be submitted using Naviance.
 - Go to “Colleges I Am Applying To” and click request transcript, check off the box next to the college that you want the transcript sent to and submit. Your counselor will get a notification that you have submitted a transcript request.
- If the school you are sending a transcript to, does not accept electronic documents and the transcript needs to be **mailed**: (You will see a stamp by the name of the college  in Naviance)
 - In addition to requesting it on Naviance, you must also fill out a paper transcript request form. The form can be found in the Guidance Office or in the Naviance document library. Attach 3 stamps per form (no envelopes) and give to Guidance Counselor.
- Allow 10 working days for your counselor to process and submit transcripts to college (Please be aware of college deadlines). Subsequent requests will require 5 working days to process.

___ 6. Sending College Admission Test Scores:

- You need to have your official test scores (SAT or ACT) sent to each college that you are applying to.
- Go to www.collegeboard.com for SAT and SATII Subject Tests
- Go to www.actstudent.org for ACT

___ 7. Stay Organized:

- Consider using an Excel spreadsheet to track the status and date submitted of each part of application including transcript, test scores, resume, essay, etc.
- Keep track of important dates and deadlines for each application including transcript requests, admissions, testing, teacher recommendations, financial aid, etc.

___ 8. Financial Aid:

- Complete FAFSA as soon as possible after January 1 but before Feb 15.
- FAFSA website: www.FAFSA.ed.gov, see website for complete directions
- Complete CSS Profile or other financial forms required by some colleges by the due date.
- Research and apply for local and national scholarships. Many scholarships can be found under the “Scholarship” section in Naviance.

___ 9. Finishing the Process:

- Track the status of application, transcript, test scores and letters of recommendation on each college’s website to ensure that all pieces have been received.
- Submit mid-year request form to counselor, if college requires a midyear report.
- Notify each college whether you are accepting or refusing the offer of admission. Be aware of notification deadlines.
- Your Guidance Counselor will meet with you at the end of the year to go over your college decisions so that your final transcript can be sent to the college you are attending.
- Write a thank you card for each person who wrote a recommendation letter for you.