

SHOREWOOD COLLEGE APPLICATION CHECKLIST 2018-2019

For student/ family use. Customize according to your colleges and deadlines.

PREP FOR APPLICATIONS

☐ Finalize Application List

- ☐ Check Personal Fit
- ☐ Check Academic Fit using comparison tools in Naviance.
- ☐ Check Financial Fit with Net Price Calculators on each college's website.

☐ Research Application Requirements on each college's website

- ☐ What application(s) does the school use? Common App? Coalition App? School's own application?
- ☐ What are the deadlines? Does the school have Early Decision/ Early Action? Are there advantages (admission rate, scholarship application, program entrance) to applying early?
- ☐ Are there FAFSA Priority dates? Are there other financial aid application requirements?
- ☐ What are the writing requirements? Essays? Extra essays?
- ☐ What tests are required? How will the school accept scores (official report, self-reported)?
- ☐ Are there other elements required? Letters, academic examples, other elements.

☐ Request Letters if Needed (Common App schools need letters)

- ☐ Ask teachers in person.
- ☐ Type up answers to Brag Sheet questions.

☐ Gather/ Write Application Material

- ☐ Request an unofficial copy of your transcript from Mrs. Roma in the Counseling Office.
- ☐ Start your college application essay if you will need one.

COMPLETE APPLICATION STEPS starting in August

☐ Set up Naviance

- ☐ List all schools in *Colleges I'm Applying To*.
- ☐ Request Transcripts, except UW Seattle and a few other schools.
 - ☐ If Running Start, request college transcripts.
 - ☐ If UW in High School class for credit, request UW transcript.
- ☐ Select How you will apply (Common App, Coalition App, college's own application).
- ☐ Select Application Type/ deadline (Early Action, Early Decision, Regular Decision).
 - ☐ If necessary, have Mrs. Stephens or Mrs. Roma override a deadline.
- ☐ Match Common App if needed.
 - ☐ Complete FERPA Waiver in Common App under *My Colleges*.
 - ☐ Match accounts through Naviance with email address & birthdate.
- ☐ Request Letters if needed. Common App requires a counselor letter. Talk to teacher/ counselor first, then:
 - ☐ Type Brag Sheet answers and email to teacher/ counselor along with notification of deadline.
 - ☐ Request in Naviance to create portal for teacher. Do not request counselor letter via Naviance.

☐ Order ACT/ SAT Score Reports from ACT.org or CollegeBoard.org. Some schools accept self-reported scores; follow the college's instructions.

☐ File FAFSA or WASFA, preferably between October 1 and December 1

- ☐ File CSS Profile and the college's own documents if needed.

☐ Apply to Colleges

- ☐ Complete and send each application for each school.
- ☐ If needed, write a college application essay and have it proofread before you paste it into your app.