

Quick College Checklist – 4-Year Schools

- Meet with counselor to talk about your college plans 😊
- Create an account on CommonApp.org – many colleges use this universal application.
- “Invite” teachers and counselor to write letters of recommendation in CommonApp (talk to them in person first). Complete any forms or meetings that your teacher or counselor needs in order to write your letter. (NOTE: After inviting a teacher, you must also “assign” them to a particular college. In most cases, you will be assigning each teacher you invite to all of your schools. Some schools, however, may only want one letter, so you will need to decide which teacher to assign to that school.)
 - If you are using the college’s own application (not CommonApp) you will be prompted to request letters of recommendation from teachers (and transcripts from counselors) by entering their email addresses. Follow up with teachers and your counselor to confirm they received the requests.
- Complete “Request for Transcript” form (available in guidance) and submit to counselor. This is how your counselor knows what schools you are applying to.
- Complete and submit CommonApp (including essay and all college-specific questions) or complete college’s own application. Check all due dates.
- Send SAT/AP scores to colleges through collegeboard.org. If applicable, submit ACT scores through act.org
- Complete FAFSA (Free Application for Federal Student Aid) on fafsa.gov after October 1st. All not-for-profit colleges use this form.
- If your college requires it, complete the CSS Profile (another financial aid application) on collegeboard.org. Sometimes colleges have their own financial aid forms—be sure to check!
- Thank teachers for taking the time to write a letter for you.
- Don’t forget to breathe! Applying to college can be stressful, but your counselors and teachers are here to help 😊