

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.
- Match Naviance and CommonApp accounts.

*****For a breakdown of how to complete tasks in Naviance and CommonApp, refer to the Naviance/CommonApp flow chart in your senior red folder*****

- Request letters of recommendation in Naviance (talk to teachers in person first). Complete any forms or meetings that your teacher or counselor needs in order to write your letter.
- 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 😊