

Quick College Checklist – 4-Year Schools

- Meet with counselor to talk about your college plans. 😊
- Create an account on CommonApp.org and add some schools to your list – many colleges use this universal application.
- Complete the Education section on CommonApp and the FERPA Waiver (which you can access by clicking on any of your schools under the “my colleges” tab.
- “Invite” teachers and counselor to write letters of recommendation in CommonApp (talk to them in person first). You can do this under the “recommenders and FERPA link in “my colleges”. Once you have invited a teacher, you must then go into “Recommenders and FERPA” for each college and “assign” the teacher to that college. In most cases, you will be assigning each teacher you invite to all of your schools. Some schools, however, may only want one teacher 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 need to follow the college’s instructions for requesting letters of recommendation and transcripts. You will also need to complete a “Request for Transcript” form (available in guidance and on the website) and submit it to your counselor.
- Complete and submit CommonApp (including essay and all college-specific questions) or complete college’s own application. Check all due dates.
- Many colleges have gone test optional this year, because many students did not have a chance to take the SATs. If, however, you have SAT or ACT scores that you want to send, you need to do that yourself through either collegeboard.org or 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 😊