College Application Checklist

Howard County Public School System

	Task	Timeframe	Where
☐	**Complete the *Teacher Information Form*** *This should be completed for each teacher you are asking to write a letter of recommendation. The information on this form will help your teachers write a more personalized letter for you.*	Check with Counselor	NAVIANCE
☐	**Complete the *Counselor Information Form*** *This gives a complete picture of your activities - both in and out of school, your honors and awards, and other information that helps your counselor write a comprehensive letter of recommendation.*	Check with Counselor	NAVIANCE
☐	**Have your parent/guardian complete the *Parent Information Form*** *This is optional but it gives your school counselor additional information from your parent that may assist in writing your letter of recommendation.*	Check with Counselor	NAVIANCE
☐	**Add Colleges to the '*Colleges I Am Thinking About'* List** *Log onto your Naviance account and add colleges to 'Colleges I Am Thinking About' list. If colleges on this list come to visit your high school, you will receive an email notifying you of the date and time they are visiting so you can sign up to attend.*	Ongoing	NAVIANCE
☐	**Complete *Waiver of Right to Access Letters of Recommendation*** *The completed form needs to be signed by your parent or guardian. Counselors and teachers will not submit their letters of recommendation without having this form completed in your file.*	20 school days prior to application deadline	📄
☐	**Complete *Transcript Request Form* 20 days prior to deadline** *The completed form, which needs to be signed by your parent or guardian, allows the school to send your transcripts to the colleges to which you are applying.*	See Deadline Chart	📄
☐	**Complete the *Teacher Recommendation Request Form* and hand it to teachers face-to-face, 20 days prior to deadline** *Once your teachers receive this, they can use the Teacher Information Form (you have completed on Naviance) to write a letter of recommendation for you. Your teachers will send your letters electronically through Naviance or mail them if necessary. Don't forget to write a thank you note for each teacher who writes a letter of recommendation for you. **A new form should be completed and given to teachers if you add more schools.***	See Deadline Chart	📄
☐	**Invite teachers to complete the letter of recommendation in Naviance** *Click on 'Colleges I Am Applying to' under the Colleges tab. Under the Teacher Recommendations section, click the add/cancel requests link. Select the teacher you would like to write a recommendation from the drop down menu. Repeat for additional teachers. Click the Update Requests button. ARL Teachers will not be on this list – you should discuss with them in person.*	See Counselor for your school's deadline	NAVIANCE

	Task	Timeframe	Where
☐	***If you are applying to colleges using the Common Application,*** **log onto the Common Application website and add the colleges listed on your *Transcript Request Form*. You also must complete the Education section of the Common Application.** *Watch this video to get more detailed instructions. https://www.commonapp.org/eLearning/Submission.htm.*	Once you complete the Education Section of Common App	
☐	***If you are applying to colleges using the Common Application,*** **view the video on your Naviance Homepage and complete the Common Application match** *Watch this video by accessing the links section (left side) of your Naviance homepage – Com App Match Video. This is critical for your counselors and teachers to be able to submit documents on your behalf. Also, go into Colleges I'm Applying to and click on "Unknown" under "Applying via Common App?" to let them know that you intend to apply with the Common Application.*	Once you complete the Education Section of Common App	NAVIANCE
☐	**Request Test Scores Be Sent To Colleges** *Colleges want your ACT and SAT scores sent directly from ACT or The College Board. Log on to your account at www.actstudent.org or www.collegeboard.com and follow the instructions to have your scores sent to your list of colleges.*	As soon as you finish testing	
☐	**If you are planning to play a sport in college, register with the NCAA Eligibility Center** *Go to www.eligibilitycenter.org and click on "New Account" in the upper right hand corner. Once you create an account, you must request an official transcript from the school by adding NCAA to the BLUE Transcript Request Form. Official SAT/ACT scores must also be sent to the NCAA.* *Note: When you commit to play a DI or DII sport in your senior year, you must also request a Final Transcript from the Registrar to be sent to the NCAA*	Summer/Fall	NCAA Eligibility Center
☐	**Complete the Free Application for Student Aid (FAFSA)** *Go to www.fafsa.ed.gov. Complete the form as early as possible after October 1. Money is often awarded on a first come, first serve basis. There are many helpful sites that you can practice completing the form prior to October 1 but make sure you DO NOT pay for any service related to this form. It's FREE!*	Begin on October 1, 2016	fafsa.ed.gov
☐	**Submit applications by the deadline dates posted by the college**	Varies	College Website
☐	**Complete *Senior Survey and Information Report* so the registrar can send out a final transcript to your college** *This survey will be completed in your English 12 class just before graduation in May. Congratulations!!!! You are now officially finished with the college application process.*	Spring 2017	NAVIANCE