

College Application Checklist

1. Complete your applications

- The application process is different for each school. For the majority of schools, students will apply online in one of two ways:
 - Using the Common Application (visit www.commonapp.org for a list of schools that use the Common Application)
 - Using the school's website
- This step can be time consuming, so students should budget their time wisely.

2. Pay the application fees

- Application fees range from \$30-\$100 dollars and must be paid at the time application is submitted.
- An application will be incomplete and an admissions decision will not be made until the application fee is paid.
- Fee waivers are available in the School Counseling Office for students who qualify for Free or Reduced Lunch.

3. Send your test scores to your colleges

- Students are responsible for sending ACT or SAT scores directly to the college from the testing agencies. High schools cannot send test scores for students.
- Students can log in to their ACT (www.actstudent.org) or College Board (www.collegeboard.com) accounts for directions on how to send scores.

4. Essays / Supplements

- Some colleges require essays and/or supplements in addition to the basic application for admission.
- Make sure that all essays are well-written and original.
- It is a good idea for students to ask someone to proofread their essay before submitting it.

5. Request letters of recommendation (only if required by your colleges)

- Ask a teacher in person if he or she will write a letter of recommendation. Provide that teacher with a recommendation request form (available in the School Counseling Office)
- Students must then submit a formal teacher recommendation request through Naviance. More information on this step will be available soon!
- All requests for recommendations must be submitted a ***minimum of two weeks before the application deadline.***

6. Request your transcript

- Students must request their transcripts through Naviance. More instructions are available on the Naviance handout provided in English classes.
- Students must submit their requests ***a minimum of two weeks before the college admission deadline*** in order to guarantee processing.

7. Submit all requirements by your college deadlines

- Know what is required by the college for applications to be considered complete (ex: application, fee, recommendations, transcript, essay, etc.)
- Make sure that all materials are submitted well before the deadline. If students miss a deadline, they may not be considered for scholarships or possibly for admission.

8. Apply for scholarships

- When it comes to academic scholarships, students generally need to have an outstanding GPA (3.5 or better), high ACT/SAT test scores, and excellent recommendations. For most scholarships, applicants are also expected to be involved in extracurricular and volunteer activities. In order to receive an athletic or talent scholarship, a student must be truly outstanding.
- Most of the large scholarships are awarded by the colleges themselves. Some colleges have separate admission and scholarship applications. It is a student's responsibility to contact the school to ask about the scholarship application process. Do it early, so no deadlines are missed!
- The School Counseling Office will have a list of outside scholarships available in Naviance. Check that list once a week!
- Applications for Little Miami local scholarships will be available in February.

9. Apply for financial aid

- Students must complete the FAFSA (Free Application for Federal Student Aid) in order to be eligible for federal student aid. This can be completed online at www.fafsa.gov and should be submitted as soon as possible after October 1.
- Attend our Financial Aid Workshop on November 10 to receive assistance with the FAFSA.
- After submitting the FAFSA, students will receive a letter from the colleges they were admitted to detailing what type of aid (grants or loans) for which they qualify.

10. Complete necessary paperwork if you are an athlete planning to compete in college

- Any student wanting to compete in a Division I or II sport must register with the NCAA Eligibility Center. You can register online at www.eligibilitycenter.org.
- Students may also want to consider NAIA schools or NJCAA schools...visit their websites for more information.

11. Finalize admissions/accept admissions offer

- For most four-year colleges, you must accept your admissions offer by May 1. That deadline might be later for two-year colleges.
- Students must accept financial aid package and any scholarships received.
- Students must complete housing applications if planning to live on campus.
- Students must request a final transcript through Naviance. Final transcripts are sent a week after graduation if a student has requested one.