
Worksheet 3: Checklist for Students: Steps to Application Success

1. Complete self-assessments and questionnaires.
2. Identify areas of career interest and the required majors or areas of study.
3. Register, prepare for, and take SAT and/or ACT college entrance exams through www.collegeboard.org or www.actstudent.org.
4. Visit colleges, if time and circumstances allow.
5. Identify colleges and universities with strong reputations in your field of study.
6. Visit college fairs, open-house events, and information sessions.
7. Determine your list of colleges using an analysis of admission requirements.
8. Begin applying to colleges by creating applications/accounts through:
 - A. Your state university system's website, for example:
 - i. New York's SUNY website: www.suny.edu/student
 - ii. Pennsylvania's Penn State website: www.psu.edu
 - iii. City of New York's website: www.cuny.edu
 - B. Common Application website: www.commonapp.org
 - C. Individual school's website
 - i. Ex. Bowling Green State University: www.bgsu.edu
 - ii. Alphabetical list of U.S. colleges with links, compiled by University of Texas, at <http://www.utexas.edu/world/univ/alpha/>
 - D. Paper application (for athletic recruits and special circumstances only)
 - E. Immediate Decision Days (at Counseling Office)
 - i. Follow counselor's registration instructions.
 - ii. Provide paper copies of application, college essay, activity sheet, letters of recommendation, and so on.
9. Discuss college choices with your counselor to ensure that you are applying to schools that are academically appropriate.
10. Review applications with parents. Pay fee.¹ Submit.
11. If utilized, enter status of all applications in Naviance's Family Connection web portal under **Colleges I Am Applying To** and request transcripts.

12. Meet with counselor to discuss applications and complete official transcript request and application processing forms, if required.
13. Access or print supplemental or informational application requirements, as necessary.
 - A. Teacher recommendations (2).
 - B. Activity sheet/resume.
 - C. College essay. (Be sure to have your essay proofread before submission.)
 - D. Supplemental documents/additional short essays.
 - E. Self-reported transcripts/grades.
 - F. Athletes: Register with NCAA at www.eligibilitycenter.org if applicable and submit student release forms to your counselor.
 - G. Other materials, including art portfolios, sports and performance videos, etc.
14. Send official SAT and/or ACT scores to each college through www.sat.collegeboard.org or www.actstudent.org.
15. Complete CSS/Financial Aid PROFILE form at www.collegeboard.org/profile, *only* if colleges require.
16. Submit all required documents for supplemental applications via website, email, or regular mail.
17. Review application materials with parents and counselor. Pay fee. Submit.²
18. Apply for local and private scholarships.
19. Verify receipt by colleges of transcript, scores, and other documents by December 15th.
20. Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov after January 1st.
21. Apply for more local and private scholarships.
22. Visit schools where you have been accepted.
23. Communicate with the financial aid officers at your top schools to identify additional opportunities.
24. Select your school by the May 1st universal deadline and pay your deposit.

¹ Some schools, such as New York's SUNY colleges and universities, require applicants to pay the application fee before they provide access to supplemental requirements.

² Some application portals, such as The Common Application, require applicants to submit their applications after the applicable fees have been paid.