

## College Application Procedure Checklist

1. \_\_\_\_\_ Research Colleges and Universities for match to your ability, major and location. Go to Collegeboard.org and use the College Search engine.
2. \_\_\_\_\_ Apply. Create an account as directed on the college's website. This may be through the Common Application or the college's own application system. If you are using the Common App, you must electronically sign the FERPA waiver, then enter your counselor's name and email so the counselor portion can be submitted. Without this step, your application will be incomplete. This should be done as soon as you begin your application to allow ample time for a quality letter of recommendation.
3. \_\_\_\_\_ Request a transcript by completing the FHS Transcript Release Form and give it to Mrs. Lowenbach for processing. Students under the age of 18 must have a parent signature. Forms are available in the Counseling Office and on the Senior tab on the Counseling website. **IMPORTANT:** A separate Transcript request for each college/university application is required (if you are applying to 5 schools, you should turn in 5 transcript requests)
4. \_\_\_\_\_ Request letters of recommendation – As a courtesy to your teachers/counselor, please have a conversation before sending online requests. Just because you ask does not mean that every teacher will agree to write one.

\*Requests for letters of recommendation are due a **minimum of 10 school days prior to the due date**. Requests received late will not be guaranteed by the due date.

**What do I need to request a letter from my counselor? See forms online.**

### Counselor Recommendation Request

(1) Student Form. (2) Parent/Guardian Form and (3) Teacher Form Activity List/Resume

**What do I need to request a letter from my teacher? See forms online**

### Request for Teacher Recommendation

#### Activity List/Resume

The teacher will return the letter of rec. to the counselor for processing **OR** they will submit it online.

5. \_\_\_\_\_ Make sure all SAT and ACT scores have been sent to the school(s) to which you are applying. You will need to send those directly from the SAT or ACT website.
6. \_\_\_\_\_ If you are planning to play sports at a Division I or II College or University, apply to the NCAA Eligibility Center. You will need to fill out a transcript request for the NCAA.

\*Forms are available on the FHS Counseling website under the "Seniors" tab and also in the Counseling Office.