



Applying to College Checklist

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| | Email - Create/use personal email for college applications and check regularly. Do NOT use OPUSD email |
| | Create Common App Account or rollover to current 2025-2026 application (if using Common App) |
| | FERPA - sign the FERPA waiver in Common App before matching with Naviance |
| | Match Common App Account to Naviance - enter <u>Common App email</u> and <u>Date of Birth</u> |
| | Naviance - Move “Colleges I’m Thinking About” to “Colleges I’m Applying To” |
| | Naviance - Select college application deadlines for each college |
| | Naviance - Select correct application type in Naviance for each college |
| | Order Transcript - Follow instructions by clicking on the “ Initial Transcript & Counselor LOR Request for College Applications ” link on the Counseling website - <i>NOT needed for UC/CSU/Community College</i> |
| | Teacher Recommendations - Politely ask teacher(s) for a letter of recommendation in person (check each college’s admission website to see if needed - <i>NOT needed for UC/CSU/Community College</i>) |
| | Teacher Recommendations - Once your teacher has agreed, invite teacher recommenders through Naviance for selected colleges. Complete Teacher Recommendation Survey (if requested by teacher) |
| | Counselor Recommendation - If one or more colleges requires a counselor recommendation, complete Counselor Questionnaire in Naviance and request counselor letter of recommendation through the “ Initial Transcript & Counselor LOR Request for College Applications ” form on Counseling website - <i>NOT needed for UC/CSUs</i> |
| | Parent Questionnaire - Ask Parent to complete Parent Questionnaire (use student Naviance log in) |
| | Resume - complete Naviance resume and save a copy (print/export resume) or upload a PDF to the "Journal" section of Naviance |
| | Test Scores - If taken, input SAT/ACT test scores into Naviance, and request score report(s) to be sent from College Board or ACT directly to college, if your college(s) require them or if you decide to submit scores to test-optional colleges. Note: UC/CSUs are test-free and will not accept test scores |
| | Schedule Counselor Meeting if Counselor Letter of Recommendation is required by one or more colleges - Visit counseling department website to sign up. <i>All tasks above must be completed before the meeting</i> |
| | Schedule meeting with Mrs. Preston if Counselor Letter of Recommendation is NOT required but you <u>do</u> need transcripts (UC/CSU/community colleges do not need transcripts) - <u>Resume must be completed before the meeting</u> . Sign up through this link |
| | FAFSA/CA Dream Act Application/Financial Aid - FAFSA/CA Dream Act Application opens October 1, 2025. Complete for need-based aid consideration |
| | Early Decision Contract - <u>IF</u> you are applying to a college through Early Decision, submit the ED contract to Ms. Fitts or Mrs. Preston by October 8, 2025 |
| | CSS Profile/Financial Aid - Check with colleges if needed for merit/need-based financial aid. Opens October 1, 2025 |
| | Mid-year Report - If one or more of your colleges requires a mid-year report, please submit your request through this form by January 16, 2026. |
| | Scholarships - Look for scholarships offered at each college website; check Naviance and College/Career Center website for list of scholarships and scholarship search links |
| | Thank you notes - Thank those who helped you, especially those writing recommendation letters |