






College Application Checklist


Spring/Summer - Junior Year




Step	Task	Timeframe	Where
<input type="checkbox"/>	<p>1. Ask Teachers for Letters of Recommendation Ask two (2) teachers to write a letter of recommendation for you. This conversation needs to take place in person or via email or Canvas.</p>	Spring Junior Year	Talk to your teachers in-person
<input type="checkbox"/>	<p>2. Complete the <i>Counselor Information Form</i> Answer the questions in great detail - pretend these are questions on your college applications! Your answers will help your counselor write a comprehensive letter of recommendation.</p>	Spring Junior Year	 Student Account "About Me" <i>About Me → Surveys → Surveys from My School</i>
<input type="checkbox"/>	<p>3. Complete the <i>Teacher Information Forms</i> This should be completed for both teachers 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. Teacher Information Form Screencast</p>	Spring Junior Year	 Student Account "About Me" <i>About Me → Surveys → Surveys from My School</i>
<input type="checkbox"/>	<p>4. Have your Parent/Guardian Complete the <i>Parent Information Form</i> This is optional but it gives your school counselor additional information from your parent/guardian that may assist in writing your letter of recommendation.</p>	Spring Junior Year	 Parent Naviance Account HS Website → Essential Applications → Naviance
<input type="checkbox"/>	<p>5. If you are Planning to Play a Sport in College, Register with the NCAA Eligibility Center Go to NCAA Eligibility Center and click on Register. Follow instructions to register for NCAA.</p>	Spring Junior Year	
<input type="checkbox"/>	<p>6. Submit Waiver of Rights and Records Release Form This form must be submitted to the registrar prior to any transcript or letter of recommendation being sent.</p>	Spring Junior Year	Waiver of Rights and Records Release Form

Summer Before Senior Year

Step	Task	Timeframe	Where
<input type="checkbox"/>	7. Start working on your college essays. Visit The College Essay Guy for videos, blogs, and webinars.	Summer→Fall Senior Year	College Essay Guy
<input type="checkbox"/>	8. Register and decide whether you want to submit your SAT and or ACT tests. Check out fairtest.org to see which schools require test scores.	Summer→Fall Senior Year	 https://fairtest.org
<input type="checkbox"/>	9. Begin working on your college applications. Create accounts for commonapp , common black college app , and coalition app . Students can get a head start on completing much of the application during the summer.	Summer→Fall Senior Year	

Fall - Senior Year

Step	Task	Timeframe	Where
<input type="checkbox"/>	10. If Using Common Application: <ol style="list-style-type: none"> Add all colleges you wish to apply to under "My Colleges" in your Common App Complete the "Education" section and Sign FERPA Then, MATCH your common app/Naviance accounts 	20 School Days prior to first college deadline	HCPSS StepbyStep Instructions
<input type="checkbox"/>	11. For colleges that are not on common app. Add all colleges that are not on common app to "Colleges I'm applying to" in Naviance.	20 School Days prior to first college deadline	 HCPSS StepbyStep Instructions

<input type="checkbox"/>	<p>12. In Naviance, VERIFY you have selected the correct deadline and application type. Students should go to Naviance and check to make sure the deadlines and application types accurately reflect the deadlines they wish to apply by.</p>	<p>Video on how to verify and edit deadlines and application types</p>	
<input type="checkbox"/>	<p>13. Invite teacher recommenders in Naviance (teachers cannot submit without this invitation) Select the teacher you would like to write a letter for each college from the drop down menu. Repeat for additional teachers. NOTE: You will not invite teachers to complete a recommendation through Common App and Coalition. You will <u>only</u> invite through Naviance. Note: You MUST have already asked the teacher to write your letter AND they have confirmed AND you completed the teacher information form in Naviance. Sending an invite through Naviance is the last step.</p>	<p>20 School Days prior to first college deadline</p>	 <i>Colleges → Letters of Recommendation → Add Requests</i>
<input type="checkbox"/>	<p>14. Request Test Scores Be Sent To Colleges Test scores MUST be sent directly by the student from ACT or The College Board. Log on to your ACT and/or Collegeboard account and follow the instructions to have your scores sent to your list of colleges. To learn which schools are test optional, visit fairtest.org. Also, many schools allow you to self-report and save money! Check with your school if this is allowed.</p>	<p>Fall Senior Year - Check ACT/SAT Deadlines If Sending Scores</p>	
<input type="checkbox"/>	<p>15. Complete the Free Application for Student Aid or the MHEC One App The FAFSA is the Free Application for Federal Student Aid and is the primary vehicle for determining financial aid. The MHEC One App is the Maryland State Financial Aid Application and is available to students who are ineligible to apply for state and federal aid.</p>	<p>Available Dec 1</p>	<p>FAFSA Application MHEC One App</p>
<input type="checkbox"/>	<p>16. Complete the College Scholarship Profile (CSS) Refer to the list of participating colleges/universities. IF applicable, should be submitted 2 weeks prior to the earliest college application deadline.</p>	<p>Available Oct 1</p>	<p>CSS Profile</p>
<input type="checkbox"/>	<p>17. Submit applications by the deadline dates posted by the college. Students do not need to wait for school materials to be sent.</p>	<p>Varies based on deadlines</p>	<p>College Website, Common App, Common Black College App, or Coalition App</p>