NAME: _____

12th Grade Fall Checklist

12th Grade: NYICE Internal Deadline Policy

All applications must be completed at least 1 week in advance of the college's actual published deadline. This is extremely important to avoid last-minute unexpected questions and inevitable website crashes, and it also helps the Future Pathways Office ensure that supporting materials are received on time! The checklist below includes other important dates & deadlines.

12th Grade Fall Semester Checklist

September

- ☐ **LUNCH FORM.** Turn in your DOE School Lunch Form (available electronically at https://www.myschoolapps.com/) to qualify for college application fee waivers.
- ☐ **SOCIAL SECURITY #.** Memorize your Social Security Number, if you have one.
- ☐ **REP VISITS.** Sign up for & attend Rep Visits (small group college visits) at NYICE.
- ☐ **BY SEPT 18: COMPLETE YOUR FINAL, FULLY POLISHED COLLEGE ESSAY ("Personal Statement").** If you have any final edits to make on your essay, they should be complete by Sept 18.
- ☐ **CONFIRM YOUR 2 NYICE TEACHER REC LETTERS.** Check your Naviance & confirm the teachers listed are correct (under "Colleges I'm Applying to" > "Teacher Letters of Rec"). Follow up with any materials requested by your recommenders.
- ☐ **CONFIRM ANY ADDITIONAL "OUTSIDE" RECOMMENDERS and ADD ON COMMON APP.** Unlike teachers at NYICE, all "outside" recommenders must be added through the Common App. Instructions here (pg. 2-3).
- ☐ **REGISTER FOR OPPORTUNITIES TO EXPLORE** colleges by attending open houses, college fairs, tours, or virtual events. Many colleges offer open houses or free bus trips in the fall for students. If offered, register for interviews.
- ☐ **REVIEW TRANSCRIPT.** Review the copy of your transcript provided in advisory and identify any errors. Make sure you have registered for any spring semester classes at NYICE (ex: Calculus) that you are intending to take. If you have taken College Now classes, make sure you have sent Molly a screenshot from CUNYFirst (instructions here).

- ☐ **CREATE COMMON APP ACCOUNT, MATCH WITH NAVIANCE, & WAIVE FERPA.** Make sure your "Colleges I'm Applying To" on Naviance accurately reflects the colleges you are applying to, including *deadline applying by* and *how you are applying*. Common App Walkthrough here. More here.

- ☐ **UPDATE COLLEGE & CAREER APPLICATION LIST.** Submit an updated list of colleges or other pathways you intend to apply to & receive feedback from Molly. Make any updates or changes, based on feedback.

- ☐ **MAKE A LIST OF SUPPLEMENTAL ESSAYS.** Using the Common App, make a list of college-specific writing requirements. Make sure to complete all questions - sometimes more prompts emerge based on selections for major/program interest, applying test optional, etc. Begin to write for your earliest deadlines.

October

- ☐ **BY FRI OCT 2 at 11:59 PM - Complete the NyICE "Application Deadline Form".** Follow the instructions to indicate when you need your materials. This will allow us to get your materials ready on time. ***IF you do not submit this, we cannot be ready for you to apply for any colleges before Dec 1***

- ☐ **AFTER OCT 1 - COMPLETE FAFSA (federal aid), TAP (NYS aid), & CSS Profile** (required by some private colleges, but not all). Create your FSA ID and gather your family's financial documents (2025 Federal Taxes, Form 1040 + 2024 State Taxes, NYS-201) to be ready to apply for federal and state aid.

- ☐ **MAKE A DETAILED LIST OF SPECIFIC DEADLINES & REQUIREMENTS.** Closely check deadlines & requirements, including scholarship and portfolio deadlines, and make a list of college-specific supplemental materials needed.

- ☐ **CONTINUE WORK ON COMMON APP.** Complete all components of the main Common App (including activities list & essay).

- ☐ **WRITE SUPPLEMENTAL ESSAYS.** Continue to work on college-specific writing requirements.

- ☐ **SEND SAT/ACT SCORES, if required.** Send official or unofficial test scores to all colleges that you intend to submit testing to. This is YOUR responsibility. Many colleges are test optional and will not require your scores be submitted for admissions.

- ☐ **BY MON, OCT 26 - FINALIZE ED/EA/PRIORITY LIST -** Last date to make any changes to the "Colleges I'm Applying To" list on Naviance for any students applying ED, EA, SUNY (Free App Week), or other priority deadline before Dec 1. More here.

November

- ☐ **BY NOV 2 - SUBMIT APPLICATIONS TO SUNY VIA COMMON APP** to receive a fee waiver for up to 5 SUNYs.

- ☐ **CONTINUE TO WORK ON APPLICATION MATERIALS.** Continue to work on supplements and application materials. Make sure to check for individual college requirements, such as the STARS (self-reported grades).

- ☐ **FINALIZE LIST OF COLLEGES & UPDATE NAVIANCE.** Make any final changes to your list of colleges you are applying to (should include CUNY, SUNY, and private, & at least 2 "likely" colleges).

- ☐ **APPLY FOR COLLEGE SPECIFIC & OUTSIDE SCHOLARSHIPS.** Use scholarship databases and resources to identify and apply for outside scholarships of interest.

- ☐ **RESPOND TO REQUESTS FROM COLLEGES.** Check your email frequently and individually login to **each** college application portal to check for additional application requirements, such as STARS or self-reported grades.

- ☐ **BY NOV 16 - COMPLETE & SUBMIT APPLICATION TO CUNY FOR FREE** (NYC public colleges). It is strongly recommended that all students apply to CUNY and apply early as you have a better chance of being accepted. For students applying to Macaulay Honors College, the deadline to apply is also Nov 16.

December

- ☐ **SUBMIT** any remaining applications before regular decision deadlines.

- ☐ **VERIFY** all necessary materials for application and financial aid are received (application, test scores, supplementary materials). Check email frequently & each college's "portal". Follow up with any requests.

- ☐ **COMPLETE FINANCIAL AID APPLICATIONS (FAFSA, CSS Profile, TAP)** if not yet done and follow up with any financial aid requests.

- ☐ **BY FRIDAY, DEC 18 - FINAL DEADLINE!** Naviance "Colleges I'm Applying To" lists MUST be updated on Naviance by this date for the office to send materials. The office will not review any application materials after Dec 18 until we return to school on January 4th.

September 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10 **First Day of School** 🙂	11	12
13	14	15	16	17	18 Suggested FINAL college essay deadline	19 Black College Expo (@ LIU)
20	21 ***Yom Kippur- No School***	22	23	24	25	26
27 Big Apple College Fair (@ Javits Center)	28	29	30			

October 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 FAFSA & CSS Profile (fin aid) open!	2 NYICE Application deadlines form due	3
4	5	6	7	8	9	10
11	12 ***Indigenous***	13	14	15	16	17

	Peoples' Day- No school					
18	19	20	21	22	23	24
25	26 Last date to update Naviance for ED/EA	27	28	29	30	31

November 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Free **SUNY** Application Deadline	3 ***Election Day- No school***	4	5	6	7
8	9	10	11 ***Veterans Day- No school***	12	13 C1/Q1 Grade Request Form Due	14
15	16 CUNY **FREE deadline +** Macaulay Honors App Deadline	17	18	19	20	21
22	23	24	25	26 ***Thanksgiving - No School***	27 ***Thanksgiving - No School***	28
29	30					

December 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 NyICE deadline for all regular decision apps + Naviance	19
20	21	22	23	26 ***Winter Break - No School***	27 ***Winter Break - No School***	26
27	28 ***Still No School*** 🙂	29 ❄️	30 ⛄	31 ❄️	☃️	