4-Year College Application Checklist for Seniors (FALL)

☐ **WEBSITES:** Locate the application website for each college on your list. The big three at MVHS are:
- Common Application (for private/out of state schools): www.commonapp.org
- UC Application (for all UC schools): www.universityofcalifornia.edu/admissions
- CSU Application (for all CSU schools): https://www2.calstate.edu/apply

  *If you can't find one of the schools on your list at the four locations above, go directly to the school's admission website.

☐ **REVIEW MATERIALS:** Before starting each application, review what materials are required. For example, CSU schools don't require essays, whereas private schools do. CSU and UC schools won't accept recommendation letters, whereas private schools require them. Know what you need!

☐ **ORGANIZE:** Finalize all of the colleges that you are applying to and decide on your college list. Find a system for organizing the deadlines for each of the colleges you are applying to. Common methods are utilizing a Google calendar, Google spreadsheet, or written calendar. Check for all of the deadlines for application materials as financial aid and scholarship deadlines can vary from admission deadlines.

☐ **STANDARDIZED TESTS:** The CSU and UC systems do not use test scores as part of their admission process this year. For private and out-of-state colleges and universities, please consult each individual school's website for their practice this year.

☐ **RECOMMENDATION LETTERS:** Be sure to follow all the steps on your Counselor College Application Envelope. This will ensure that your materials will be able to be sent. For your teachers, reach out to each teacher in person. Remember that you must make sure you complete all of your Naviance tasks before your counselor can complete your letter.

☐ **ESSAYS:** Complete all required essays/personal statements. Before you begin writing, get all of your topics and look at them as a collective. Are there several prompts that are similar? In most cases, an essay you write for one school may be tweaked slightly to fit the prompt for another school. Try to minimize the number of essays you must write so you may maximize the quality of those you do write. However, if an essay you already wrote really won't fit into a topic for a particular school, don't force it. Start fresh.

☐ **Proofread, proofread, proofread!** If possible, get a second or third set of eyes to look over your applications for you before you submit.

☐ **APPLICATION FEE:** Pay your application fees and submit your application materials ON TIME! Late applications, regardless of your reasons, will not be accepted.

☐ **FINANCIAL AID:** Visit the Financial Aid pages of each of your colleges. Find out what forms they require, and what the deadlines for those forms are. For example, CSUs, UCs and most out-of-state public schools require the FAFSA (Free Application for Federal Student Aid) while private schools require both the FAFSA and the CSS Profile, or the FAFSA and the school's own Financial Aid form. Early Decision/Early Action applicants may have earlier Financial Aid deadlines than regular decision applicants. Again, know what you need, and when you need it!

Community College Application Checklist for Seniors (SPRING)

☐ **RESEARCH:** Before you automatically pick a school, do some research on several community colleges' websites and visit some campuses. Make sure the school you pick has the type of courses, environment, and services you are hoping to find in a school.

☐ **FINANCIAL AID:** Apply for financial aid through fafsa.gov or the Dream Act to qualify for financial aid. Research any free tuition programs and their eligibility requirements.

☐ **WEBSITES**: Locate the application website for the college to which you plan to apply. The community colleges most frequently attended by MVHS alums are:
- Foothill College (Los Altos): www.foothill.edu/admissions.php
- DeAnza College (Cupertino): http://deanza.edu/apply-and-register/

☐ **APPLICATION:** Complete the online application in late April or early May. MVHS College & Career Center will host application help sessions this spring to assist you with that task.

☐ **REGISTER:** Register for your classes through your student portal and pay your fees if applicable.

☐ **ATTEND CLASS!** Both Foothill and DeAnza are on the quarter system, which means classes start in late September.