

## Follow these steps to complete your college applications!

Reference your [College Planning Assignments](#) in the [Future Center:TJFC2025](#) course for more detailed instructions.

1. **Start your applications through the [Common App](#) or the college's website directly.** Be sure to make note of your usernames and passwords for each application. *If you are using the Common App, [link your MAIA and Common App NOW](#) to prevent any submission issues later. **Do not add teachers or counselors to your Common App.*** Start your applications *as soon as possible* to give yourself plenty of time to gather the needed information, write high quality essays, and request letters of recommendation. Colleges have various requirements for their applications. It is your responsibility to be aware of and complete them all by the deadlines.
2. Add your non-Common App colleges to your **Applying List in MAIA Learning**. [Instructions](#)
3. **Ask for the letters of recommendation** you need *as soon as possible* and at least 2 weeks in advance of the deadline. Asking in person is best. Be sure to provide them with your **completed [TJ Letter of Recommendation Form - BRAG SHEET!](#)** **Even if a letter of recommendation is not required, it is a GREAT idea to submit one or more!** Ask your Counselor for a letter only if a Counselor Recommendation is required by your college(s). Share your Brag Sheet with them too!
4. **Use the Universities: Recommendations** section in MAIA to [add your Recommenders](#) AFTER they've agreed to write you a recommendation. You **MUST** do this to ensure letters are available to send! (Step 8 below is the process by which you let your counselor know to send the letters to your colleges). **Do NOT add your counselor to MAIA even if a Counselor Rec is required. DO talk directly to your Counselor.**
5. If you are eligible for a **Fee Waiver to apply without a cost**, email or visit me or your counselor to request a waiver well before your application deadline! (You are likely eligible for a waiver if you received free or reduced lunch.) [Click here for a video](#) on requesting a Common App waiver.
6. **You are responsible for sending your SAT scores via [College Board](#).**
7. After you've **submitted** your application either via the Common App or directly to the school(s) and your Letters of Rec are **COMPLETE in MAIA**, click "**Request Transcript**" and click "**Mark as applied?**" **unless applying via Common App in MAIA** in the college's tile. For Common App, just click Request Transcript. It will prompt you to complete other sections of the tile if needed.
8. Log in to the TJ Future Center Schoology course and **submit the correct transcript request form** using the button that reads either [Common App Transcript Request Form](#) for apps submitted through the Common App platform or the [Transcript Request Form](#) for apps submitted directly through the college or other website. Complete the correct form and submit.. **THIS MUST BE DONE TWO SCHOOL DAYS BEFORE THE DEADLINE.**

### Questions?

Stop by the Future Center (Room 135) or  
Email your College Advisor  
Ms. Webster at [emily\\_webster@dpsk12.net](mailto:emily_webster@dpsk12.net)  
Ms. Baker at [alyssa\\_baker@dpsk12.net](mailto:alyssa_baker@dpsk12.net)