

APPLICATION CHECKLIST

College Info	College 1	College 2	College 3	College 4	College 5
Application Deadline					
Safety? Match? Reach?					
SAT/ACT required? College's average score?					
SAT Subject Tests Required?					
Priority Financial Aid Deadline					
Uses the Common App?					
Supplemental application or materials needed?					

Student Responsibilities	College 1	College 2	College 3	College 4	College 5
Locate application (go to college's website & look for "undergraduate admissions" or "prospective student") *If any of your colleges use the CommonApplication, go to commonapp.org to create an account.					
Write & proofread essays and/or short answer questions. Have two people read them.					
Request rec letters from up to 2 teachers & 1 counselor, if necessary. Provide with Request Form from Guidance.					
Apply online (individual college's website or commonapp.org)					
Submit supplemental materials, if necessary					
Pay application fee (or request fee waiver from counselor if you are eligible for free or reduced lunch)					
Logon to Naviance to request your transcript. Go to the "Colleges" tab and select "Transcripts" on the left under "Resources." Select "Request Transcripts for College Applications." Click "College Lookup" to find the college you applied to. You may see your college on the College Picker list if it is a frequently applied to college. If not, just search for it on the left. Your application will automatically be recorded as "Regular Decision," unless you select otherwise from the dropdown menu. If you are applying to a college "Early Action" or "Early Decision," be sure to indicate here.					

Now click on “Colleges I’m Applying to” on the left. If you used Common App you must match your Common App and Naviance accounts by entering your email. If you did not, just click “Not Needed” at the bottom right.

Your college(s) should appear on the “Colleges I’m Applying To” screen. Look at the “Applying via Common App?” column. If you see “Unknown,” you must indicate whether or not you applied via Common App from the drop down menu. Go to the “Have you Applied?” column and select “Yes,” because you should not be on this step if you have not yet fully submitted your application. Click “Update my Applications” at the bottom.

--	--	--	--	--	--

If you need recommendation letters, log on to your Naviance account and request letters online (only after you have requested in person with a paper Request Form). Click on “Colleges I’m applying to” and add your requests for Recommendations. The system will alert your teacher, reminding them of your request.

Request SAT, SAT II, &/or ACT scores to be sent to colleges (contact CollegeBoard or ACT directly).

--	--	--	--	--	--

Request that the Guidance Office sends your midyear or other updated grades, if & when applicable.

--	--	--	--	--	--

Guidance Office Responsibilities *Once you request a transcript on Naviance, we will:*

Complete a counselor letter of recommendation, if requested.

Complete and submit any required Secondary School Report/Counselor Forms online.

Send transcript

Financial Aid

Complete college application by the “priority deadline” in order to be considered for merit scholarship

Go to the Financial Aid websites of the colleges to which you applied & find out if they require any financial aid forms in addition to the FAFSA; note the deadlines for completion. Complete the CSS Profile or another financial aid form if a college requires it

Complete the FAFSA (fafsa.gov) after January 1 of Senior Year.

After Applying

Receive decision letter from Admissions Office

Receive financial aid award letter

Send deposit by 5/1 at the very latest to let a college know you are coming!

Keep your grades up. 😊

Let us know if you have any questions!

Mr. Tierno, Counselor, Class of 2014, john.tierno@ssdcougars.org 610-938-6135

Ms. Campbell, College & Career Counselor, hilary.campbell@ssdcougars.org 610-938-6138

Mrs. Giuffre, Transcript & Application Extraordinaire, roe.giuffre@ssdcougars.org 610-938-6132