

# College Process Checklist

Please note that the tasks on this checklist that have an \* should be done through NAVIANCE. Students are encouraged to continually use NAVIANCE throughout the college process.

- \_\_\_\_\_ \* Research Colleges
- \_\_\_\_\_ \* Plan and sign up for College Visits
- \_\_\_\_\_ Take SAT, ACT, & SAT Subject Tests
- \_\_\_\_\_ \* Create Activities Resume
- \_\_\_\_\_ \* Ask for Letters of Recommendation
- \_\_\_\_\_ \* Create List of Colleges you plan to apply to
- \_\_\_\_\_ Register with Common Application
- \_\_\_\_\_ Register with NCAA if applicable
- \_\_\_\_\_ Write College Essay
- \_\_\_\_\_ Complete college applications and SAVE them
- \_\_\_\_\_ Meet with Counselor to proofread and review applications
- \_\_\_\_\_ Submit Applications
- \_\_\_\_\_ Submit Tracking sheet to the Counseling Center
- \_\_\_\_\_ \* Search for Scholarships
- \_\_\_\_\_ Fill out FAFSA for financial aid
- \_\_\_\_\_ \* Update Naviance with admissions decisions
- \_\_\_\_\_ Choose a college to attend and pay deposit
- \_\_\_\_\_ Request final transcript to be sent