



Student Name: _____



Check Completed

Applying to College Checklist

	Email - Create/use personal email for college applications and check regularly. Do NOT use OPUSD email
	Naviance - Change email to personal email in Naviance - under "About Me" then "My Account" tab
	Create Common App Account or Rollover to current 2021-2022 application (if using Common App)
	FERPA - sign the FERPA waiver in Common App before matching with Naviance
	Match Common App Account to Naviance - enter <u>Common App email</u> and <u>Date of Birth</u>
	Naviance - Move "Colleges I'm Thinking About" to "Colleges I'm Applying To"
	Naviance - Select college application deadlines for each college
	Naviance - Select application type are correct in Naviance for each college
	Teacher Recommendations - ask teacher(s) for a letter of recommendation (check each college to see if needed - <i>NOT needed for UC/CSUs</i>)
	Teacher Recommendations - add request in Naviance for selected colleges and complete Teacher Recommendation Survey (if requested by teacher)
	Counselor Recommendation - Complete Counselor Questionnaire in Naviance, request counselor letter of recommendation through your counselor's form (see counselor's staff page for link)
	Parent Questionnaire - Ask Parent to Complete Parent Questionnaire (use student Naviance log in)
	Resume - complete Naviance resume and save a copy (print/export resume) or upload a PDF to the "Journal" section of Naviance
	Test Scores - if taken, input SAT/ACT test scores into Naviance, and request score report(s) to be sent from College Board or ACT directly to college
	Schedule Counselor Meeting - Visit counselor's staff page to sign up <i>once all tasks above are completed</i>
	Order Transcript - use online form to request transcripts for each college (not needed for UC/CSUs)
	FAFSA/Financial Aid - FAFSA opens Oct. 1st. Complete for need-based aid consideration
	CSS Profile/Financial Aid - Check with colleges if needed for merit/need-based financial aid
	Scholarships - Look for scholarships offered at each college website; and check Naviance for list of scholarships and scholarship search links
	Thank you's - Thank those who helped you, especially those writing recommendation letters