

College Application Checklist

NAME: _____

First Application Deadline: _____

?	Checklist Item
	College Application List – Colleges tab – Add Colleges That You Are Applying To <i>*Recommend 6-10 in your range</i>
	Counselor Questionnaire – About Me tab
	Resume – Use Naviance template on About Me tab or Upload a Copy to Journal Section
	Create Common App Account (if applying to Common App schools)
	FERPA – Sign waiver on Common App (must do before matching Naviance and Common App)
	Match Common App to Naviance – Enter Common App email and DOB. Watch the video tutorial on the senior college page.
	SAT/ACT/AP Test Scores – Input scores to Naviance and send your official score reports directly from College Board or ACT
	Order Transcripts – Turn in transcript request forms with fee to Student Store or to Registrar (Ms. Randall) in front office (checks made to OPHS)
	Request letters of Recommendation – first in person, then in Naviance <i>*Make request by college as needed; DO NOT select “All Applications”</i> <i>*DO NOT invite OPHS staff through Common App; Naviance only</i>
	Counselor Meeting – Sign up through SignUp Genius on counselor’s staff page by October 31st
	Attend – College/Career Night at OPHS on Oct. 2 nd and College Rep Visits during breaks in College/Career Center (C-6)
	Organize – Have a means to keep track of your application deadlines and required application materials
	Financial Aid – FAFSA/CSS Profile open Oct. 1 st . Complete for need-based aid consideration. <i>*Attend Financial Aid Night at OPHS on Oct. 9th, 6:30pm, G-9</i>
	Scholarships – Look for scholarships to apply for on college websites, through scholarship web searches, with Ms. Hawkins in the College Center
	Check – your email and college portals regularly for time-sensitive information from your colleges
	Thank You’s – Send a personal thank you to anyone that wrote a letter on your behalf or otherwise supported your college application process
<p>The deadline to request a letter of recommendation is NOVEMBER 16 for any colleges with deadlines prior to Jan. 15.</p> <p>There is 3-week advanced notice required for a letter of recommendation.</p>	