

Senior College Application Task List

- ❑ Naviance Task List - specific tasks noted below must be completed before 1:1 counselor meeting or it will be canceled and rescheduled to a later date
 - ❑ **Add Colleges to “Colleges I’m Applying To” with deadlines**
 - ❑ **Counselor Questionnaire**
 - ❑ **Resume**
 - ❑ **Input SAT or ACT Test Scores where applicable**
- ❑ Finalize college application lists in “Colleges I’m Applying To”
 - ❑ Recommend roughly 6-10 colleges in your range
 - ❑ Finalize application deadlines and verify all required application materials
- ❑ 1:1 Counselor Appointment: **By October 31**, go to SignUp Genius link on your counselor’s webpage to select an open appointment slot. Students only.
 - ❑ Naviance tasks are due by selected meeting date. Ok to sign up before completion of all tasks.
- ❑ Request letter(s) of recommendation (if required) in person, then formally request through Naviance
 - ❑ You must select by college, DO NOT select “All Applications”
 - ❑ DO NOT request any OPHS Staff through the Common App; this is done through Naviance
- ❑ Submit your applications well before 11:59pm of intended deadline
- ❑ Order transcripts - complete **Transcript Request Form** and submit to Student Store or to Registrar (Ms. Randall in main office) with payment
- ❑ Submit SAT/ACT/Subject scores to colleges directly from testing websites
 - ❑ Consider/decide if you are taking additional tests that will arrive in time to meet application deadlines
- ❑ Check college email/portals regularly for important information from college
- ❑ Research and apply for Financial Aid
 - ❑ Need-based Aid: FAFSA/CSS Profile opens Oct. 1
 - ❑ Apply for Scholarships through College/Career Center, college websites, or other online resources (see Mrs. Friedman)
- ❑ Say Thank You to those who have written letters on your behalf