



College Application Checklist

➤ **Get Organized:**

- List your colleges on the blue organizer, noting all login usernames and passwords.
- Search the admissions tab on each college's website for deadlines and required application materials such as transcripts, test scores, and counselor or teacher recommendations. These may also be listed within the application. Add these requirements to your organizer.
- Search the college website **Admissions** tab for the application. If the college accepts more than one type of application (i.e. the Common App, the Coalition App, the college's own application, etc.), decide which application you will use for each school. Start the online application.

➤ **Send Test Scores:**

AT LEAST 4-6 WEEKS BEFORE THE DEADLINE:

- If you selected colleges when you registered to take the ACT or SAT, these scores have already been sent to your colleges.
- If you need to send test scores to your colleges, go to:
 ACT: www.actstudent.org OR **SAT:** www.collegeboard.org
- Remember some colleges require SAT II Subject Tests for admission as well.

➤ **Request Transcripts:**

AT LEAST 15 SCHOOL DAYS BEFORE THE DEADLINE:

- Check that your transcript is accurate before requesting.
- If a transcript is required, FOLLOW INSTRUCTIONS WITHIN THE APPLICATION. Common Application, Coalition Application and many school applications ask you to invite your counselor to upload the transcript directly into the application by entering their email address.
- For all other applications, request transcripts through www.parchment.com

➤ **Request Letters of Recommendation, Counselor Forms or the School Report:**

Not all colleges require letters of recommendation, counselor forms or the School Report. If your application requires any of these, AT LEAST 15 SCHOOL DAYS BEFORE THE DEADLINE:

- Complete the FERPA agreement when letters of recommendation are required, waiving your right to review the letter. Many recommenders refuse to write letters of recommendation and many colleges put little weight on letters unless you waive your right to review.
- For School Reports, Counselor Forms, or Counselor Letters of Recommendation:
 - Complete the **Counselor Rec Questionnaire** on the About Me tab in Naviance first.
 - Follow the instructions within your application to list your counselor's email address. Your counselor will receive email instructions to upload materials directly into your application.
- For teacher letters of recommendation:
 - Ask your teacher in person and give your teacher a completed **Student Information for Teacher Recommendation Request** form (available in CCC).
 - Follow the instructions within your application to list your teacher's email address. Your teacher will receive email instructions to upload their letter directly into your application.

➤ **Complete applications with the following information:**

- PHS CEEB School Code: 143062
- Class Rank: None
- Class Size: 561
- Date of D214 HS Entry: 8/14/2014
- Graduation date: 5/27/2018
- GPA Scale: 4.0
- GPA Rank Weight: Weighted
- Date of State-Administered SAT: 4/5/17
- Counselor Title: Counselor
- Counselor Fax Number: (847)-718-5223
- Class Credit: ½ credit for each semester course, except PE = ¼ credit for each semester
- My Counselor’s Name, Email and Phone number: _____

➤ **Check that your application is complete:**

- Log into your Common Application, Coalition Application or college application account to check that your application is complete. Applications are complete only when ALL application materials (transcript, test scores, recommendations, etc.) have been received by the college.
- If you requested transcripts through Parchment, log into your account at www.parchment.com to verify that the transcript was received by the college.

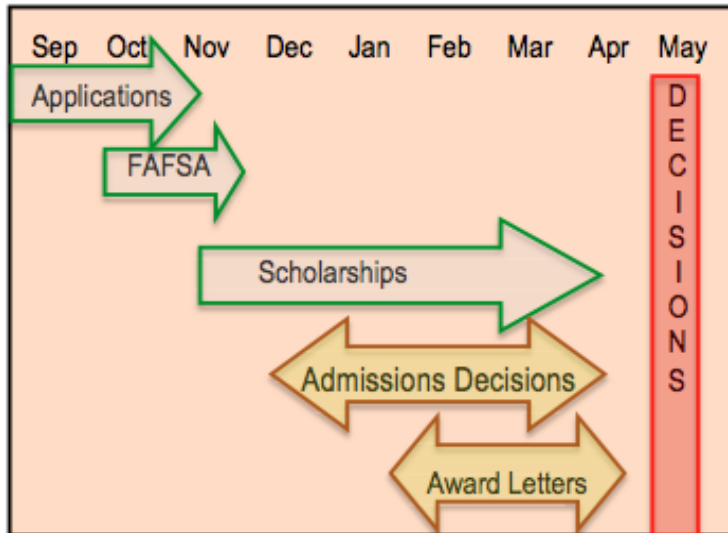
Once College Applications are complete...

➤ **Financial Aid & Scholarships**

- Check the financial aid tab of each college website to see what financial aid forms are required. Some schools ask for the CSS Profile or their own school form in addition to the Free Application for Federal Student Aid (FAFSA). These may have early deadlines.
- Fill out the FAFSA, ideally between October 1st and November 15th at www.fafsa.ed.gov.
- Look for scholarships that match your talents and interests on:
 - College websites
 - In Naviance on the *Colleges* tab under *Scholarships and Money*
 - On the scrolling announcements
 - In the national scholarship search engines found on the College Resources page of our website.

➤ **Thank teachers and counselors who helped you with this process!**

Timetable for Senior Year



FOR MORE INFORMATION ON:

- ✓ Campus visits & college fairs
 - ✓ Building college lists
 - ✓ Completing applications
 - ✓ Financial Aid & Scholarships
- Check out the PHS College Resources Webpage:
- Start on the PHS homepage
 - Click on Students
 - Select College Resources