

# APPLICATION PROCESS CHECKLIST

<b>Before and After Applying:</b>	<b>Date Completed</b>
Complete & submit “Senior Portfolio” (Self-Evaluation, Parent Questionnaire) to Counselor	
Sign up for college visits in the Career Center	
Update “Colleges I’m Thinking About” on Family Connection <ul style="list-style-type: none"> <li>• Verify application deadlines and types (Early Action, Early Decision, Regular, Rolling, etc)</li> </ul>	
Complete & submit “Transcript Request Form” to the Transcript Assistant (C138) <ul style="list-style-type: none"> <li>• Indicate if your using the Common Application for a school</li> </ul>	
Sign up for and take your SAT and/or ACT (collegeboard.org and actstudent.org)	
Send your own official SAT/ACT scores	
Check to see if one of your schools requires the CSS Profile (William and Mary and UVA do!)	
Request & confirm teacher/coach/employer/advisor etc. letters be sent to your prospective schools by their application deadlines	
Send any requested supplemental forms to the colleges	
<b>After Applying:</b>	<b>Date Completed</b>
Confirm transcript was submitted (Initial Materials Sent) on Family Connection under “Schools I’m Applying To”	
Check your application/account on each school’s website to verify receipt of your transcript package	
Keep track of important scholarship and financial aid deadlines with prospective colleges	
Complete the FAFSA (Free Application for Federal Student Aid – FAFSA.gov) starting October 1 <sup>st</sup> .	
Notify your counselor of the admissions offices’ decisions	
Watch your email for a FAFSA Student Aid Report (SAR) – a document that gives basic information about your eligibility for federal student aid. Takes about two weeks after filing.	
Once accepted to schools, check campus email accounts regularly for financial aid awards from colleges – you will have to accept or deny funds based on financial need	

**Please Note:**

**Mid-Year Transcripts**

- Mid-year grades are automatically mailed to all schools on your Transcript Release Form in mid to late February with the exception of self-reporting schools.