



# College Application Checklist



	Task	Timeframe	Where
<input type="checkbox"/>	<p><b>Complete the Senior Brag Sheet and Resume</b>  <i>This gives a complete picture of your activities - both in and out of school, your honors and awards, and other information that helps your teachers and counselor write a comprehensive letter of recommendation. The more information you provide, the more personalized the letter. These should be completed before asking teachers and counselors to write a letter of recommendation.</i></p>	Ongoing	NAVIANCE
<input type="checkbox"/>	<p><b>Add Colleges to the Colleges I'm Applying to List</b>  <i>Log on to your Naviance account and add colleges to Colleges I'm Applying To list. Be sure to only add colleges that you plan to apply to on this list. If colleges on this list come to visit THS, you will receive an email notifying you of the date and time they are visiting so you can talk with an admissions counselor. When inputting the colleges, be sure to request a transcript, select how you are applying (Early Action, Early Decision, Regular Decision, Rolling Admission, etc.), and what method you are using to submit your application (Common App, College's own website, or mail). Please keep in mind the difference between Early Action and Early Decision when selecting how you are applying to college. Early Decision plans are <b>binding</b> where a student who is accepted as an ED applicant must attend the college. Early Action plans are non-binding where the students receive an early response to their application but do not have to commit to the college until the normal reply date of May 1.</i></p>	After July 1, 2023- Ongoing	NAVIANCE
<input type="checkbox"/>	<p><b>Add colleges at least 2 weeks prior to deadline</b>  <i>Be sure to look at the deadline to input colleges into Naviance in order to ensure your transcript and letter of recommendations are submitted to the colleges by their deadline.</i></p>	Ongoing	NAVIANCE
<input type="checkbox"/>	<p><b>Talk to your teachers</b>  <i>You need to have a conversation with your teachers before requesting recommendations from them in Naviance. Also, remember if you add any new colleges, you need to notify each teacher of the new colleges. Don't forget to write a thank you note for each teacher who writes a letter of recommendation for you.</i></p>	Ongoing	NAVIANCE
<input type="checkbox"/>	<p><b>Invite teachers to complete the letter of recommendation in Naviance</b>  <i>Click on "Colleges I Am Applying to" under the Colleges tab. Under the Teacher Recommendations section, click the add/cancel requests link. Select the teacher you would like to write a recommendation from the drop-down menu. Repeat for additional teachers. Do not add your counselor as a teacher recommendation. Click the Add Requests button. CTC Teachers/Internship recommenders may not be on this list – see your counselor for details on how to request these particular teachers/recommenders.</i></p>	Ongoing	NAVIANCE
<input type="checkbox"/>	<p><b><i>If you are applying to colleges using the Common Application, log on to the Common Application website and add the colleges you are applying to. You also must complete the FERPA Release Authorization. Do not add any teachers or your counselor directly on Common Application for recommendations. This is all done through Naviance.</i></b></p>	Once you have added colleges to your Common App	

<input type="checkbox"/>	<p><b><i>If you are applying to colleges using the Common Application, view the video on your Naviance Homepage and complete the Common Application match</i></b>  <i>Watch this video by accessing the links section (left side) of your Naviance homepage – Com App Match Video. This is critical for your counselors and teachers to be able to submit documents on your behalf. Also, go into “Colleges I’m Applying to” and click on “Unknown” under “Applying via Common App?” to let them know that you intend to apply with the Common Application.</i>  <i>Watch this video for information</i>  <a href="https://www.youtube.com/watch?v=-HgtPb5cNqI">https://www.youtube.com/watch?v=-HgtPb5cNqI</a></p>	<p>Once you have added colleges to your Common App</p>	
<input type="checkbox"/>	<p><b>Request Test Scores Be Sent to Colleges</b>  <i>Colleges want your ACT and SAT scores sent directly from ACT or The College Board. Log on to your account at <a href="http://www.actstudent.org">www.actstudent.org</a> or <a href="http://www.collegeboard.com">www.collegeboard.com</a> and follow the instructions to have your scores sent to your list of colleges.</i></p>	<p>As soon as you finish testing</p>	
<input type="checkbox"/>	<p><b>Submit applications by the deadline dates posted by the college</b>  <i>Log in to Naviance, click on College tab, “Colleges I’m Applying To”. Under the column My App, click on the button that says “Have you Applied?” For each college click the box that says “I have submitted my application”. Scroll all the way to the bottom and click update applications.</i></p>	<p>Ongoing</p>	<p>College Websites</p>
<input type="checkbox"/>	<p><b>Apply for FAFSA ID</b>  <i>Go to <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> and apply for a US Department of Education ID in order to file your FAFSA electronically in October- <a href="https://fsaid.ed.gov/npas/index.htm">https://fsaid.ed.gov/npas/index.htm</a> Both you and your parents need to have separate ID.</i></p>	<p>August 2023</p>	<p><a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a></p>
<input type="checkbox"/>	<p><b>Apply for Scholarships</b>  <i>Naviance has a complete list, under the “Colleges” tab, of both local and national scholarships you might be eligible for. You can apply for as many as you would like. A popular scholarship for the Frederick area opens in January called Community Foundation scholarship- <a href="http://www.cffredco.org">www.cffredco.org</a> .</i></p>	<p>October 2023-March 2024</p>	
<input type="checkbox"/>	<p><b>Submit FAFSA online</b>  <i>Go to <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> to complete your FAFSA. Be sure to list the colleges you are applying to in order for your financial information to be shared with those colleges directly. Also, make sure that you have your ID handy when completing this form. You can start to submit your FAFSA as early as October 1.</i></p>	<p>Starting October 1, 2023</p>	<p><a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a></p>
<input type="checkbox"/>	<p><b>Edit college results in Naviance</b>  <i>Once you start getting replies from colleges, you need to indicate the results for each college in Naviance. Log in to Naviance, under Colleges I’m Applying To tab. Click on the pencil icon under the Edit column. Next to result, use the drop-down box to indicate our result from the college. Once you have indicated the result, scroll to the bottom of the page and click update applications.</i></p>	<p>Once you hear back from the colleges</p>	
<input type="checkbox"/>	<p><b>Complete Senior Survey</b>  <i>This survey will be completed just before graduation in June. Congratulations!!!! You are now officially finished with the college application process.</i></p>	<p>May 2024</p>	
<input type="checkbox"/>	<p><b>Requesting Final Transcript to be sent to your college</b>  <i>Your attending college will need your final transcript sent to them. To assure your final transcript is sent to the college you will attend, click on “Colleges I’m Applying To,” scroll down towards the bottom and you will see “College That I’m Attending.” From the drop-down menu, select the college you will be attending and your School Counselor will send your final transcript to that college.</i></p>	<p>May 2024</p>	

**Account Information:**

The Single Sign On option is now activated for students. (You must be logged into your FCPS account for this to work)

You will need to go to the login link for their school – <https://student.naviance.com/tuscarorahi>

It will ask, “please choose user type”: Click on student

Once on the login page, you will need to click on the button: **CONTINUE WITH SINGLE SIGN ON.**

Once you click the link, you should arrive at your personal Naviance page.