

**SOUTH PLAINFIELD HIGH SCHOOL
GUIDANCE DEPARTMENT**

SENIOR COLLEGE APPLICATION CHECKLIST

- Complete Applications (via the Common Application, Coalition, or on each colleges website)
- Enter all schools you are applying to into Naviance Student under “Colleges I am Applying To”. Make sure to choose your deadline and application type (i.e. Early Action, Early Decision, Regular Decision, or Rolling Admission), as well as, whether you are applying via the Common App or directly to the school.
- Complete Transcript Release Forms **and request transcripts in Naviance**. Submit forms to Guidance 15 days prior to the application deadline. Transcript release forms are available on Naviance, the Guidance website, and in the Guidance Office.
- Under “Request Transcript” you must request your initial, midyear, and final transcripts for each school in Naviance. Also, make sure that deadlines are correct
- Request Letters of Recommendation from teachers, coaches, club advisors, both in person **and in Naviance**. Be aware of the number of letters required and the maximum allowed by each school.
- Be sure to share your resume with your counselor and any teachers from whom you requested a letter of recommendation.
- Notify your counselor and each teacher writing you a letter of recommendation when you add a new college to Naviance. Transcripts and letters of recommendation will not be automatically sent.
- Complete required essays and supplements.
- Send SAT and ACT scores directly to colleges from Collegeboard.org and ACTstudent.org.**
- Notify your counselor when you submit an application. You must also mark your application as “Submitted” in Naviance.
- Complete the FAFSA with your parents at fafsa.ed.gov.
- Complete the CSS Profile (on Collegeboard.org) if your colleges require it.
- Apply for scholarships! Scholarship opportunities that are sent to the Guidance Department are posted in Naviance. You can also search for additional scholarships on Naviance, fastweb.com, scholarships.com, and cappex.com, goingmerry.com, and myscholly.com.
- Register online with the NCAA if you are planning on playing a sport in college.
- Enter your acceptances in Naviance and give copies of all acceptance letters to your counselor