FALL SENIOR CHECKLIST

Students must complete this form for <u>EACH</u> college they apply to.

Guidance Counselor: _____

Student Name: _____

College / University Name: _____

Admissions Office Mailing Address: _____

Town/City: _____ State: _____ Zip:_____

1. Compile a list of schools/colleges/deadlines/AND recommendations needed for each.
2. Your school transcript is available on Parent Portal. You may need to refer to it when applying to colleges and scholarships.
3. Give your counselor (If the college REQUIRES a counselor recommendation):
    - Resume/Activity Sheet (with advisor/teacher signatures-hard copy)
    - Transcript Release Form
    - Completed step #4 (if applying to Common App schools)

All must be completed AT LEAST 3 weeks (15 SCHOOL DAYS) before your first deadline. Note that you do not need to complete and submit your application first. The school counselor part is done independent of your part so do not wait to complete Step 5.

4. If needed (check your applications first!), ask two (2) teachers for recommendations. Rutgers does not accept teacher recommendations!
5. To fill out college applications, follow the "College Application Procedures"
6. Release your SAT and/or ACT scores (and AP scores if necessary) to each school through www.collegeboard.org or www.actstudent.org. You must do this. We cannot do this for you. To save money, check with the individual college you are applying to see if they will accept self-reported scores.
7. Complete and submit each application.
8. Complete and submit Federal Financial Aid forms at fafsa.ed.gov. Make sure you complete the NJ financial aid questions on the confirmation page of the

FAFSA in order to be eligible for NJ state aid. Complete CSS Profile (if needed) for your specific colleges. Adhere to ALL deadlines set by the colleges. (Ask your Guidance Counselor when Lakewood Financial Aid Night is.)

9. Read FAQ's – Many of your questions are answered there!
10. ONLY if you are applying to the University of Maryland and Virginia Tech: you must use the Coalition Application at http://www.coalitionforcollegeaccess.org/for-students.html

   a. Open TextEdit (for Mac – search for it in the top right spotlight bar) or TextPad (PC), and paste your essay into it. Issues with special characters will be fixed.
   b. Copy and paste your essay from TextEdit or TextPad into the Common App.
   c. The word count should now be correct and match the word count listed on your Word document. Proofread your essay within the Common App to be certain it is perfect.
   d. You will not get a green checkmark if your essay is shorter than 250 or longer than 650 words.

Use of the "Additional Information" Section

If you finish your application and find something important has not been included somewhere in the application, you can use the "Additional Information" section to provide details. Do not repeat information covered elsewhere. If needed, you can add up to 650 words. Paste the essay as explained above.