



Name:

Step 1: Try to remain calm during application season; if possible (it is), have fun throughout the process! Ask questions of those you trust: your parents/guardians, peers, teachers, and your counselor (Google Classroom included) are here to help you!

Step 2: There are multiple pathways to postsecondary success! Continue doing the following...

- researching all types of schools and building your list with schools in each of the three zones (comfort/safety, target/match, and striving/reach)
- visiting schools and meeting/communicating with college admissions reps
- completing any necessary tests (ACT, SAT, and SAT subject tests)

Step 3: Choose your senior meeting time when I open up the appointment calendar in August (enter your name in the description box when select a time)

Step 4: Complete the Student Self-assessment/Brag sheet if you have not already done so, and consider completing teacher of letter of recommendation request forms if you haven't done so!

Step 5: Update [Naviance](#) with schools that you are “applying to” and “thinking about”

- Indicate how you will apply to the school through the “submission type” or “delivery type” button on Naviance: you can apply to schools directly through the institution’s own application (electronic or print) or through the [Common Application](#) and/or the [Coalition Application](#)

Step 6: Complete the Common Application sections -> “My Colleges” (“Questions” and “Recommenders and FERPA”) and “Common App”

- Any questions about waiving your FERPA rights regarding recommendations? In general, you should waive your rights to view your recommendations; remember, you chose wisely when requesting LoR writers!
- Make sure to send your recommenders the email link from Common Application by *Inviting* them at least three weeks in advance of when you want to submit your application; you must also *Assign* your recommenders and answer at least the *Admission Plan* fields for each school in the “Questions” section of your “My Colleges” tab to inform your recommenders when they must submit

Complete the direct to institution application

- Send LoR links to recommenders at least three weeks in advance of when you want to submit your application!
- If there are no LoR links and you want the admissions office to receive LoRs, give your recommenders addressed and stamped envelopes at least three weeks in advance of when you want to submit your application



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Step 7: You are encouraged to ask your recommenders to write letters in person with the LoR Request Form. (I have more forms if necessary.) **Thank** your recommenders for writing you LoRs; you are encouraged to do this both in person and with a hand-written **thank you note!**

Step 8: Send any test scores the school recommends or requires (ACT, SAT, or SAT subject tests) about two weeks in advance of your application submission

- <https://www.act.org/>
- <https://www.collegeboard.org/>

Step 9: Preview, read, revise, and edit your applications for proper formatting, spelling, and style. (Choose a formal style over an informal style and remain consistent throughout the application.)

Step 10: Submit your application materials!

Step 11: Complete your [FAFSA](#) as near to October 1st as possible-> Complete [CSS Profile](#) (if necessary) by stated deadline (usually Early Action/Decision deadline or late January)

- Financial Aid information night for parents and students will occur on or before the first week of October

Step 12: Continue searching for scholarships as possible

- Direct-to- institution scholarship applications (listed on the schools' websites)
- Raise Me-> <https://www.raise.me/join/nova-classical-academy-upper-school>
- [Naviance](#)-> "Scholarships and Money" button under the "Colleges" ta

A Few Reminders

*This isn't a perfect step-by-step process. I may have missed something relevant to all or just to you; please do not hesitate to ask questions!

*Ask for help from teachers, peers, and parents/guardians with personal statements if you want it. I will gladly read your personal statements and offer suggestions. (I simply require seven days with the writing, so please ask in advance before you plan on submitting your application.)

*Early action and Priority submissions are not the same as Early Decision submissions.

- (Early decision plans are binding. A student who is accepted as an ED applicant must attend the college and end applications/interest with other colleges. **Early action** plans are nonbinding; students simply receive an **early** response to their application but do not have to commit to the college until the normal reply date of May 1.)