

Golden Checklist for College Applications– Judge school code 450-375
ALL college applications require:

- 1) Application (online)
- 2) Application fee (online)
- 3) Transcript – See Ms. Scholl in the counseling center – do NOT ask Ms. Koles/Ms. Sawaya
- 4) Test scores. – To be ordered through www.act.org - ACT and www.collegeboard.com - SAT

Some applications also require: (For out of state apps and Westminster)

- 5) counselor and/or teacher recs
- 6) personal statements/ essays.
 1. Decide where to apply/finalize list in Family Connection. Visit with college reps coming to Judge along with attending the College Fair at Juan Diego High School in October. Go online and pre-register at <http://www.gotocollegefairs.com/>
 2. Move your college list from **Colleges I'm thinking About** to **Colleges I'm applying to** and designate early action, early decision or regular decision. Also make sure you designate CA if you are applying through the common app. This will display for you, your counselors and teachers what your deadlines are. If you change your mind and go from regular decision to early action you **MUST** go back delete the school and re add it with the proper early action designation so your application due dates are accurate.
 3. Register for SAT/ACT if you still do not have the score you want. See schedule on the back of this page and go to www.actstudent.org and www.collegeboard.com.
 4. **IF APPLYING OUT OF STATE:** Request Letters of Rec - Counselor letters of Recommendation –Fill out the Senior Brag Sheet in Family Connection under About Me Tab (brag sheet is on the left) then e-mail Ms. Koles OR Ms. Sawaya with your **1st deadline date** to tell them your Brag sheet is completed. **IN STATE COLLEGES DO NOT REQUIRE LETTERS OF REC with the exception of one letter from a teacher for Westminster**
 5. Request Letters of Rec- Ask your teachers if you haven't already done so to write your teacher letter of recommendation. When they agree go to **Colleges I'm applying to** in Family Connection and in the pull down menu under add/delete teachers, choose their names, then submit. This will send them an e-mail reminding them to write your letter.
 6. If you need a letter of recommendation, Go to your Family Connection account and under **ABOUT ME** fill out the teacher rec forms. Some teachers do not use these so ask them if they want you to fill this out.
 7. In Family Connection, **IF applying out of state**, view which colleges are on the common app and begin your common application: (The little TV screen will have CA inside of it to indicate common app colleges. Go to: www.commonapp.org and begin your common application. For colleges NOT on the common app go to their web site and **apply directly**. Have your transcript and list of activities ready to make the application process go quickly!
 8. You must sign the FERPA for colleges you are applying to on the common application. To do so, complete the Education part of the common app, go to colleges (you must add your college names here) and sign the FERPA
 9. Once you have finished your applications, order your transcripts (\$5.00 each) through **Ms Scholl** in the counseling office to be sent to all of your colleges.
 10. Order your "official" test scores to be sent through www.act.org for ACT and www.collegeboard.com for SAT. Every college requires them.
 11. Check for scholarship deadlines by going to each college site and searching for "freshman scholarships" in their search engine. (usually you need to have applied and be in the system by **December 1st** to be considered for merit scholarships)
 12. If filing for Federal Financial Aid, go to www.fafsa.ed.gov to read about filing for Federal Aid and use their **FAFSA** Forecaster tool to get an idea of your EFC. The FAFSA is available online AFTER October 1st and using PPY (Prior Prior Taxes) meaning 2 years prior.