

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Check Completed** | **Applying to College Checklist** |
|  | **Email** - Create/use personal email for college applications and check regularly. Do NOT use OPUSD email  |
|  | **Naviance** - Change email to personal email in Naviance - under “About Me” then “My Account” tab |
|  | **Create Common App Account** or Rollover to current 2021-2022 application (if using Common App) |
|  | **FERPA** - sign the FERPA waiver in Common App before matching with Naviance |
|  | **Match Common App Account to Naviance** - enter Common App email and Date of Birth  |
|  | **Naviance -** Move ***“****Colleges I’m Thinking About* “to "*Colleges I'm Applying To"*  |
|  | **Naviance -** Selectcollege ***application deadlines*** for each college |
|  | **Naviance** - Select ***application type*** are correct in Naviance for each college |
|  | **Teacher Recommendations** - ask teacher(s) for a letter of recommendation (check each college to see if needed - *NOT needed for UC/CSUs)* |
|  | **Teacher Recommendations** - add request in Naviance for selected colleges and complete Teacher Recommendation Survey (if requested by teacher) |
|  | **Counselor Recommendation** - Complete Counselor Questionnaire in Naviance, request counselor letter of recommendation through your counselor’s form (see counselor’s staff page for link) |
|  | **Parent Questionnaire** - Ask Parent to Complete Parent Questionnaire (use student Naviance log in) |
|  | **Resume** - complete Naviance resume and save a copy (print/export resume) or upload a PDF to the "Journal" section of Naviance |
|  | **Test Scores** - if taken, input SAT/ACT test scores into Naviance, and request score report(s) to be sent from College Board or ACT directly to college |
|  | **Schedule Counselor Meeting** - Visit counselor's staff page to sign up *once all tasks above are completed* |
|  | **Order Transcript** - use online form to request transcripts for each college (not needed for UC/CSUs) |
|  | **FAFSA/Financial Aid** -FAFSA opens Oct. 1st. Complete for need-based aid consideration |
|  | **CSS Profile/Financial Aid** - Check with colleges if needed for merit/need-based financial aid |
|  | **Scholarships** - Look for scholarships offered at each college website; and check Naviance for list of scholarships and scholarship search links |
|  | **Thank you's** - Thank those who helped you, especially those writing recommendation letters |