

## SENIOR YEAR COLLEGE APPLICATION PROCESS IN 20 STEPS

1. Narrow college choices to approximately 5-8 schools. Consider location, size, majors, cost and extracurricular opportunities.
2. Put choices in [Naviance](#).
3. Retake SAT and/or ACT in October if you would like to improve your scores.
4. Meet with School Counselor and discuss schools to which you are applying, as well as the best application to use for applying (e.g. Common App, SUNY App). Counselors will schedule an individual meeting with every senior.
5. Request teacher letters of recommendation in person first, then formally through [Naviance](#).
6. Write your college essay and have your English teacher check it for you.
7. Check college application deadlines and make yourself a calendar or to-do list.
8. Go to [www.commonapp.org](http://www.commonapp.org), [www.suny.edu/applysuny](http://www.suny.edu/applysuny) or the individual colleges' websites (click on Admissions/Undergraduate Admissions) to complete applications online.
9. Request official scores from [College Board](#) and/or [ACT Student](#) (if applicable).
10. When you have finished applications, fill out a College Application Checklist form for each school and give to your School Counselor to send required documentation. This form is mandatory!!
11. Look for scholarships offered through the colleges to which you are applying. Some may be automatically offered based on your GPA; others you may need to apply for.
12. Go to [FAFSA.ed.gov](http://FAFSA.ed.gov) and create a PIN number (usually done in December).
13. After January 1<sup>st</sup>, go back and complete your FAFSA online.
14. Go through the Scholarships list in Naviance and apply to any for which you are qualified.
15. Wait for notification from colleges. Check your e-mail frequently and use each college's status checker system for information.
16. If colleges send emails or letters saying items are missing, call the admissions offices to double check. If items are still missing, see your school counselor.
17. Receive admission or denial letters from colleges.
18. Complete college housing applications if necessary.
19. Send in "Intent to Register" notification to colleges by May 1 along with housing deposit.
20. Throughout the year, maintain strong effort in all of your courses. Your colleges will see your final grades, and acceptance can be rescinded if you've allowed yourself to slip.