

# SHOREWOOD COLLEGE APPLICATION CHECKLIST 2019-2020

For student/ family use. Customize according to your colleges & deadlines.

## Refine College List

- Use tools & steps on the [College Fit](#) page on to verify personal, academic, and financial fit.
- Use *Net Price Calculator* for each college's website to help avoid \$\$ surprises in the spring.

## Fill out Transcript Request / FERPA Waiver *Required for us to send materials on your behalf.*

- Find the link to the electronic form in your k12 email or on the [College Applications](#) page. If student is under 18, parent must sign. If you are considering college, fill out the form so that we can support your applications.

## Research Application Details *Find the most reliable information on each college's Admissions pages.*

- What application(s) does the school use? Common App? Coalition App? School's own application?
- What are the deadlines? Does the school have Early Decision/ Early Action? Are there advantages (admission rate, scholarship application, program entrance) to applying early?
- Is writing required? If so, how many essays with which prompts?
- Are test scores required? How does the school accept scores (official report, self-reported)?
- Are other elements required? Letters, academic examples, portfolios, other.
- What is the FAFSA Priority Deadline?

## Prep for Letters if needed *Common App schools need counselor & teacher(s). Not all colleges require letters.*

- Ask teacher(s) & counselor 4+ weeks in advance.
- Type up & email Brag Sheet answers to teacher/ counselor. Find Brag Sheets on [College Application Documents](#).

## Gather/ Write Application Material

- Request unofficial copy of your transcript from Mrs. Roma in the Counseling Office.
- Write & refine your college application essay if you will need one. See [Essay](#) page.

## Set up Naviance

- List all schools in *Colleges I'm Applying To*, not in *Colleges I'm Thinking About*.
- Select deadline (Early Action, Early Decision, Regular Decision).
- Select how you will apply (Common App, Coalition App, college's own application).
- If necessary, have Mrs. Stephens or Mrs. Roma override a deadline.  
We suggest that students apply to four-year schools no later than February 1 and two-year schools by April 1.
- Request Transcripts, except UW Seattle, UC schools and a few other colleges.
  - If Running Start or UW in the High School (UW PreCalculus) for credit, request college transcripts.
- Match Common App if needed.
  - Complete FERPA Waiver in Common App under *My Colleges* but do not request letters there.
  - Match accounts through Naviance with email address & birthdate.
- Request Letters if needed. Your request creates the portal for your teacher to upload. *Do not* request counselor letter in Naviance; it is built in.

## Complete Applications

- If needed, start an account at [commonapp.org](#) &/or [www.mycoalition.org](#). Independent apps on college website.
- Add your colleges & fill out general sections and college-specific questions.
- For Common App, fill out FERPA waiver (under *My Colleges*) but don't request letters through Common App; then match with Naviance account.
- Submit your applications well in advance of your deadlines.

## Send ACT/ SAT Scores

- Send official reports from [ACT.org](#) or [CollegeBoard.org](#), or
- Send scores through the Coalition App's tool for Coalition colleges, or
- Self-report if a college allows it; follow the college's instructions.

## File FAFSA or WASFA, preferably between October 1 and December 1

- Access: [fafsa.ed.gov](#) (most students) or [readysetgrad.wa.gov/wasfa](#) (some students) using 2018 tax information.
- If needed, file [CSS Profile](#) and/or the college's own documents.