

## College Process “Cheat Sheet”

1. Make sure you've taken your SAT's at least once, preferably twice. Scores need to be sent directly from the College Board to where you are applying. This can be done at collegeboard.org. When you are signing up, it gives you the option to send to 4 schools for free and you are able to do this up to 9 days after the test date. If you receive free or reduced lunch, you are eligible for 2 SAT fee waivers.

2. **WATCH YOUR DEADLINES!** It is up to YOU to keep track of these and don't wait until the last minute! Please give guidance at least a week (if not more) to process our end of the paperwork before your deadline.

3. Types of Admission:

Rolling – the sooner you apply, the sooner you get a decision

Early Decision – BINDING! By applying early decision, you are committing to that school pending admission and withdrawing all other applications

Early Action – applying early to signify your interest in the school, but not binding

4. Check on the school's website to get their “application checklist” and see everything they want you to submit to complete the application. \*\*Materials do not all need to be submitted together at once

5. You are applying either directly to each institution or through Common App (Not every school is Common App –check their admissions page first to find out). Naviance is not where you apply, it is how you send transcripts and letters of recommendation. Instructions and video demonstrations are on our guidance website. Requests for transcripts are done AFTER applications are submitted.

6. If you ARE applying through Common App, you must link it to Naviance in order to send any of your documents. This is done on the first page when you sign into Naviance after you've created your Common App account.

7. If a school takes the Common App and their own electronic application (giving you the option on how to apply), you must click the “I'm not sure yet” link in Naviance and indicate how you applied because additional forms must be completed by guidance before transcripts are sent.

8. If you need letters of recommendation, ask in person first! Once this is done, log onto Naviance, fill out your Senior Brag Packet (located in “About Me”) and send the Naviance request to the teacher. Please make sure you are giving them ample time to work on this.

9. The FAFSA is available as of October 1 (Financial Aid application). Watch each school's Financial Aid deadline (different from the admissions deadline). Our Financial Aid Night is

November 6th, but we have past years' information on the website for reference as well as information about workshops.

10. Check our website regularly and follow us @DVHSCounselors on Twitter or @dvhs\_counselors on Instagram for updated announcements to stay in the loop!

**\*\*\*COMMUNICATE REGULARLY WITH YOUR COUNSELOR\*\*\***