

College Process “Cheat Sheet”

1. Make sure you've taken your SAT's at least once, preferably twice. Although many colleges are going “test optional”, this can still be used as a tool to bolster your application. In addition, keep in mind that while a *school* may not require an SAT score, a program within that school may require them. 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 can 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 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 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. Keep in mind, if your accounts are not matched, we cannot send your transcripts.

7. If a school takes the Common App and their own electronic application (giving you the option on how to apply), you must designate in Naviance how you applied because additional forms must be completed by guidance before transcripts are sent. If you apply Common App but don't indicate so in Naviance, your transcripts will be held up as we will not be able to complete the necessary forms.

8. If you need letters of recommendation, ask in person first! Once this is done, log onto Naviance, fill out your Senior Brag Packet (instructions are included in the “How to request Transcripts” document” and send the Naviance request to the teacher. Please make sure you are giving them ample time to work on this. Also, if you are applying through Common App, please

make sure you let them know so that they can also fill out the accompanying forms. If the forms are not filled out, the letter will not be sent.

9. The FAFSA is available as of December 1 (Financial Aid application). Watch each school's Financial Aid deadline (different than the admissions deadline). Our Financial Aid Night is October 4th 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*****