APPLICATION RESPONSIBILITY DIAGRAM

Use this Venn diagram to see who is responsible for each piece of the college planning process, including where tasks overlap between students, parents and college counselors.
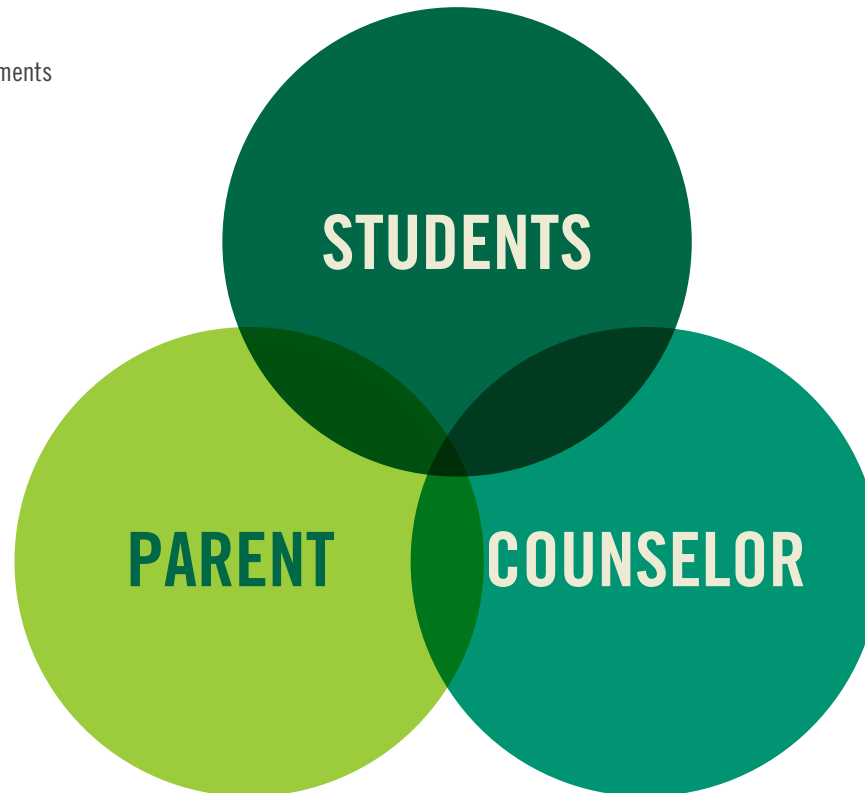
STUDENT & PARENT

- Review college websites, admission requirements
- Narrow list: 4-8 target schools
- Tour campuses on shortlist
- Research scholarships
- Rehearse mock interview
- Discuss finances
- Review applications, pay fees, submit

PARENT

- Offer encouragement
- Remind about upcoming deadlines
- Understand average college costs
- Plan campus tours
- Ask student to clean up social media
- Assist with FAFSA and other forms
- Proofread (don't write) essays
- Confirm medical records are current

EVERYBODY

- Meet to discuss student's college readiness
- Understand admission requirements
- Meet deadlines
- Maintain lines of communication

STUDENTS

- Work hard in challenging classes
- Seek leadership roles in extracurriculars
- Study for and take the SAT/ACT
- Create a "brag sheet"
- Attend college fairs
- Request admission materials from colleges
- Ask for letters of recommendation, send thank-you notes
- Write, rewrite college essay
- Complete applications

STUDENT & COUNSELOR

- Know pros/cons of early decision
- Review local and niche scholarships
- Understand campus culture
- Plan ways to stand out from the crowd
- Know requirements for safe, target and reach schools

COUNSELOR

- Advise on academics
- Write letters of recommendation
- Send school reports, transcripts
- Provide financial aid, scholarship info
- Suggest college fairs, campus tours
- Connect child with students at target schools
- Recommend appropriate colleges
- Advocate for applicants

PARENT & COUNSELOR

- Establish a timeline
- Suggest best-fit majors
- Assess "hidden-gem" schools
- Understand financial aid
- Know the real costs of each college

STUDENTS

PARENT

COUNSELOR