

TO-DO'S FOR APPLYING TO COLLEGE

Items to complete in **SCHOOLINKS** (complete by MHS deadline):

- ☐ **Profile and Resume**
(can be found under 'Student' - 'Profile and Resume' – focus on the 'Experience' section in blue)
- ☐ **LOR Survey for School Counselor**
(can be found under 'To Dos' on the home page)
This only has to be done one time - if it was completed last spring, you are all set
- ☐ **Add all colleges to 'Final List'**
(can be found under 'Colleges' - 'College Applications' tab - **Tip: Connect/Link Common App and Schoolinks first - all school in Common App account will automatically populate in Schoolinks**)
- ☐ **Fill out Personal Information, Review Fee Waiver, Connect/Link Common App and Sign FERPA Waiver**
(in SchoolLinks under 'College' and 'College applications' tab)
- ☐ Double check to ensure all colleges are listed in Schoolinks (even non common app schools) and that all colleges have **deadlines**
- ☐ **Request teacher letter of recommendation(s) in Schoolinks** - Can be done once an application has been added
 1. Login to Schoolinks via Google
 2. Go to the "College" section on the left hand side of screen
 3. Select "College Applications"
 4. Go to the "Recommendation Tracker" on the left hand side of screen
 5. Select the blue "Make Requests" button
 6. Search and select your teacher's name in the search bar
 7. Select all colleges. Write a quick message to your teacher(s) including information about your first college deadline

Items to complete in **COMMON APP**:

- ☐ **Complete all sections in the 'Common App' tab**
 - ☐ Use the *Common App Cheat Sheet* in Google Classroom to help you fill out the Education section in this tab
 - ☐ For the 'Testing' section - ONLY self-report your SAT/ACT scores in this section if you are applying to all of your colleges with your scores (do not self-report scores if you are applying test-optional to any school)
- ☐ **Add colleges to the Common App**
 - ☐ Use the College Search tab to search for colleges and add applications to your Common App account
- ☐ **Sign FERPA Waiver (in Common App)**
 - ☐ Go into any individual college application and click 'Recommenders & FERPA'
 - ☐ Click 'Complete Release Authorization' and waive your rights in order for your counselor and teachers to send your materials (you only need to complete this one time)

Wait...you're **NOT** done yet!!

- ☐ **Recommenders**
 - ☐ Once teacher LORs have been requested in Schoollinks, you will see the request in Common App under the Recommenders and FERPA section
 - ☐ **Other Recommenders**
 - ☐ Under Recommenders & FERPA you can invite a coach, employer, etc. (if allowed by your school)
- ☐ **Complete individual college applications/questions**
 - ☐ Use the 'My Colleges' tab to complete individual college applications
 - ☐ Complete any writing supplements
- ☐ **Review & Submit Application by college deadline**

DIRECT TO INSTITUTION Applications:

- ☐ **Create a login on individual College Website**
 - ☐ Complete all required application components
 - ☐ Request teacher letters of recommendation via Schoollinks
- ☐ **Review & Submit Application by college deadline**

Submitting STANDARDIZED TEST SCORES:

- ☐ **For SAT's** - send official score to college through CollegeBoard's website (www.collegeboard.org)
- ☐ **For ACT's** - send official scores through ACT's website (www.act.org)

STARS - Does your school(s) require the **SELF-REPORTED ACADEMIC RECORD** or STARS?

- ☐ Go to <https://ssar.selfreportedtranscript.com/>
 - ☐ Create your account and complete the STAR

Financial Aid- Are you interested in applying for financial aid? Start with the **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**

- ☐ Go to www.studentaid.gov
 - ☐ Create your account and FSA ID
 - ☐ Complete the FAFSA using your previous year tax information
 - ☐ Enter the school codes for up to 20 colleges

SCHOLARSHIPS:

- ☐ Local scholarships will be posted to SchoolLinks and will be available in the spring of 2027.
- ☐ COLLEGE SPECIFIC SCHOLARSHIPS are often tied to specific college application deadlines and are issued to students based on need and/or merit via admissions and financial aid offices.
- ☐ NATIONAL SCHOLARSHIPS - Utilize the following websites to search for scholarships
 - ☐ Finaid.org
 - ☐ Fastweb.com
 - ☐ Scholarships.com
 - ☐ Unigo.com
 - ☐ myscholly.com