### HOW DO I ACTUALLY APPLY TO COLLEGE?

#### What Students Do:

- Complete Common Application,* including essay and confidentiality FERPA waiver
- Complete supplemental essays for each school/program and ask counselor for feedback
- Send any test scores you are required to submit from the testing agency (ACT/SAT) directly to the schools to which you are applying
- Tell your counselor when you decide to apply to a school so she/he can move it from “Colleges I’m Thinking About” to the “Colleges I’m Applying To” list on Naviance (therefore triggering our step of sending your materials)
- Submit your application and any supplements before the required deadlines. Plan ahead!
- Meet with counselor to finalize your college list at the beginning of winter term
- Check emails (including your spam folder) and portals from each school to be sure all materials were received – they do not notify LC if something was lost/not received – they notify you!
- If applicable:
  - Write a discipline statement to be reviewed by your counselor
  - Set up accounts for Financial Aid – FAFSA and CSS Profile
  - Ask your counselor about the fee waiver process for applications if you qualify
  - Complete art or performance supplements
  - Complete and submit Early Decision Agreement and send to parents and college counselor via the Common App for approval

#### What the College Office Does:

- Provides guidance about where to apply and when and activates your "Colleges I’m Applying To" list on Naviance
- Reviews your Common Application and essay and provides feedback
- Reviews supplemental essays as needed
- Follows up with teachers about any missing letters of recommendation after Oct. 1
- Sends transcripts, teacher recommendation letters and a School Report (counselor letter about you) to colleges by the relevant deadlines. (This includes the Midyear Report in January)
- Completes college application fee waiver forms for colleges (if applicable)
- Reviews your discipline statement for accuracy (if applicable)
- Approves and submits ED agreement (if applicable)
- Provides guidance on financial aid applications (if applicable)

* If using an alternate application, talk to your counselor FIRST!