

## A Basic Checklist to Follow When Applying to Colleges

- 1) If you desire to play an intercollegiate sport, do not go through the college's admissions department for information. You or your coach should contact that school's coaching staff directly. Please see Mrs. Jones for further information on how to get recruited for college athletics.
  
- 2) Take AP or SAT2 subject exams each year, especially in those subjects related to your intended area of study. If you're changing from Latin to Greek, take the Latin exam at the end of your junior year; take French at the end of 12th grade. Taking AP/SAT2 tests does not necessarily give you college credit; good scores show colleges your mastery of a subject and make your application have more "weight."
  
- 3) Be sure to take the SAT and/or ACT at least twice – once or twice in the spring of your junior year and once in the fall of your senior year. When registering for the tests, be sure to enter those colleges to which you would like your scores sent (these initial ones are free; fill in all available spaces). If you apply to a school you did not originally list on the test registration, be sure to ask the College Board or ACT to have a copy of your scores sent to that college at the time you're applying (there is a cost for this).
  
- 4) Research organizations and websites that offer college-scholarship information. If a relative is part of a group such as Rotary, Elks, or Kiwanis, ask about its scholarships. If you have any ethnic heritage (Asian, American Indian, etc.), research scholarships for that and check to see if any colleges offer special scholarships, as well. There are many on-line sites that list possible scholarships for free. Do not send money to anyone for this service. One financial aid site: <http://myblueprintstory.com/financial-aid/>
  
- 5) Spend time doing some basic research on each college to which you're applying. Most of this will have been part of your required college homework. What are the application deadlines? Is the college's early application binding (some schools have "Early Decision," which requires you to only apply to that school prior to the January (or later) open-application time, and your application is binding, meaning you have to go there if accepted). Does the college require the Common Application or have its own? How many letters of recommendation does the college require? And from whom? **Make a calendar and checklist of everything each college requires and when it's due: tests/registration deadlines, college application deadlines, financial aid deadlines, recommendations, transcript requests, etc. Enter calendar reminders ahead of due dates so you don't get surprised by a deadline.**
  
- 6) **Be sure that any contact made with a college is done by you and not your parents.**

□ 7) Decide which three colleges are your top choices – One that you know you can get into and afford, one that's a bit of a stretch, and your dream college. Visit them if at all possible. If not, try to arrange an interview with their reps if they are coming to the area for college fairs. If these colleges offer Early-Action applications, complete those first. Many schools select the majority of freshmen applicants from those submitted by the fall Early-Action date (but be wary of the **binding** Early-Decision applications). **If applying to an Oregon state college (eg UofO, OSU), please let Mrs. Jones know as soon as possible.)**

You can apply to more than three schools, but no less, as you'll want to have several options to consider.

□ 8) See if any of your selected colleges' essay prompts are similar and then come up with a writing angle that can be tweaked to work for more than just one college. BE SURE to have someone such as a teacher or myself proof all your essays AND applications for typos, grammar, and omissions.

□ 9) Decide which people you are going to ask to write your letters of recommendations (usually a teacher who knows you well, your pastor/youth pastor, and sometimes a school counselor, which would be Mrs. Jones. The Common App does require one from me) and ask them if they will be available to do so. Put together recommendation folders for each person that include a copy of the college's recommendation form, if it has one, your resume/prag sheet, and a letter from you thanking the person for being willing to write the recommendation and giving him/her a padded date of when the letter needs to be at the college.

□ 10) At least two weeks before the application deadline, turn in a signed, green transcript-request form to Mrs. Lundstrom. On it you will need to put the email addresses of each college's admissions departments. **At least a week prior to Christmas break, be sure to turn in any transcript requests you might need for colleges with early January deadlines, as Mrs. Lundstrom cannot send them from her home or without your signature.** If the college requires a letter of recommendation from a high-school advisor/counselor, please provide a recommendation packet (brag sheet, note with due date, etc.) with your transcript request, as Mrs. Lundstrom will pass this on to Mrs. Jones once your transcript has been prepared.

□ 11) **FAQs for Applications:** \*The Veritas School ID number is 380-743. \*All Veritas courses are considered Honors level, though not AP or IB classes. \*Your GPA is **unweighted**, meaning we do not include pluses or minuses on your college-bound transcripts; An A=4, B=3, C=2. \*With your transcript, Veritas sends a description of classical Christian education, so you do not need to try and explain it or break Humane Letters down into separate subjects. \*Be sure to sign the waiver saying you **don't** want access to your application file. **\*The top reasons students aren't accepted? Missed deadlines or incomplete applications. Both really devalue your "worth" to the colleges.**

12) Make a hard copy and back up of your entire application packet in case it gets lost somehow.

13) Gather what you and your parents need to complete the FAFSA form – at [fafsa.ed.gov](https://fafsa.ed.gov) – NOT .com (**FAFSA User name/Password** for parents and for student, social security number, driver's license number, you and your parents' federal tax return information). The actual form should be submitted right on or soon after October 1 of your senior year. To get an estimated aid amount at any time prior to October 1, go to: <https://fafsa.ed.gov/FAFSA/app>.

**User Name/Password:** \_\_\_\_\_

14) Letters of acceptances from colleges may also include a scholarship offer. This is not your total financial-aid offer. It is more of a "We really want you to come here!" scholarship. I can provide you with a form that allows you to compare the different financial-aid packages you might receive from each school (these typically arrive some time after you've received your letter of acceptance).

15) Be sure to send thank-you notes to all of the people who wrote letters of recommendations for you. This is important! They took a great deal of their time to do this and you need to recognize that and tell them you appreciate their efforts on your behalf.

16) Colleges typically have a May 1 deadline for telling them you will or will not be accepting their offer to attend there. If, say in January, you already know that you are not going to be attending Colleges A, B, and C, send your admissions reps from those schools an e-mail telling them thank you for accepting you, but that you have made a decision to attend a different school. This way, any scholarship money they had allocated to you will be released so that they can offer it to another student. At your first-choice school, that student waiting for more financial aid to be released may be you! (Only send a deposit to the one school you will be attending).

17) By May 15, fill out another transcript-request form, indicating to which school you have decided to attend as Mrs. Lundstrom needs to send it a copy of your final grades

...AND KNOW THAT I'M PRAYING FOR YOU! :)