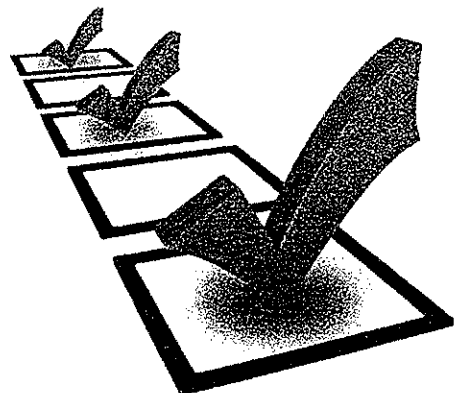


# College Application Submission Checklist

## Did you send the following items?

- The Application:** *Either the Common App or School Specific Application Online:* Don't leave anything blank unless the application tells you to. Make sure all information is accurate and legible. If you have any questions, don't hesitate to call the university's admissions office.
- Transcripts:** Must be sealed and from Putnam High directly. Request a transcript from your counselor in person, on Naviance, or the Common App.
- SAT/ACT Scores:** When you took the test, you had the option of sending your scores to the schools of your choosing. If you need to send scores, log onto your account. If you used a fee waiver you will be able to send scores to four colleges for free.
- Letters of Recommendation:** Many colleges require these to be sealed or uploaded right to the Common App.
- Essays:** Double-check spelling. Have multiple people review the essay! Be unique!
- Work Samples/Portfolios:** If required, be sure you've included your name and the project name on every item. Don't send the original – make a copy.
- Double check to see if the school requires an interview, many competitive schools do.

Once you choose a college (May 1<sup>st</sup> is the deadline for most 4 year schools), you **MUST** inform the guidance office so we may send final transcripts!



## *Types of Applications*

**Regular Decision:** You apply at the regular application deadline (usually around February or March) and find out by April.

\*Most majors in the health field have an earlier regular decision deadline. You must check the schools site to get a specific date.

**Early Action:** You apply early to the college (deadline usually around November or December) and you hear back from the college around January or February.

If you do not get accepted with Early Action, the school can put your application in the regular decision pool.

**Early Decision:** Same as early action, however you can only apply to one college early decision. If you are accepted it is a BINDING agreement stating you are going to attend that college. You must withdraw all other applications.



# College Planning: 12th Grade

Want to know if you're on track in the college application process? This checklist shows you what you should be doing, and when.

When you complete steps marked with \* you may be eligible for College Board Opportunity Scholarships. Learn more at: [cb.org/opportunity](http://cb.org/opportunity).

## FALL

- Strengthen Your College List\***: Meet with a counselor about your college choices and, if you've not yet done so, download college applications and financial aid forms. Make sure you have a balanced list of academic safety, fit, and reach schools. Plan to visit as many of these colleges as possible.
- Create a master list or calendar that includes:**
  - Tests you'll take and their fees, dates, and registration deadlines
  - College application due dates
  - Required financial aid application forms and their deadlines (aid applications may be due before college applications)
  - Other materials you'll need (recommendations, transcripts, etc.)
  - Your high school's application processing deadlines
- Ask a counselor** to help you request a fee waiver if you can't afford application or test fees.
- Improve Your Score\***: Many seniors retake the SAT in the fall. Additional coursework and practice with Official SAT Practice on Khan Academy® since your last test could help you boost your performance. Plus you already know what to expect on test day.
- Be sure** to have your SAT scores sent to the colleges to which you are applying.
- Complete the FAFSA\***: To apply for most financial aid, you'll need to complete the FAFSA. Oct. 1 is the first day you can file the FAFSA.
- Complete the CSS Profile**: CSS Profile™ is an online application used by certain colleges and scholarship programs to determine eligibility for their aid dollars.
- Prepare** early decision/early action or rolling admission applications as soon as possible. Nov. 1–15: Colleges may require test scores and applications between these dates for early decision admission.
- Ask a counselor or teacher** for recommendations if you need them. Give each teacher or counselor an outline of your academic record and your extracurricular activities. For each recommendation, provide a stamped, addressed envelope and any college forms required.
- Write first drafts** and ask teachers and others to read them if you're submitting essays. If you're applying for early decision, finish the essays for that application now.
- Apply to College\***: Submit your applications to the schools that you want to attend.
- Ask counselors** to send your transcripts to colleges. Give counselors the proper forms at least two weeks before the colleges require them.

## WINTER

- Keep photocopies** as you finish, and send your applications and essays.
- Give the correct form** to your counselor if the college wants to see second-semester grades.
- Have your high school send a transcript**—it is sent separately by mail to colleges if you apply online to colleges.

## SPRING

- Keep active in school.** If you are waitlisted, the college will want to know what you have accomplished between the time you applied and the time you learned of its decision.
- Visit your final college before accepting.** You should receive acceptance letters and financial aid offers by mid-April. Notify your counselor of your choice. If you have questions about housing offers, talk to your counselor or call the college.
- Inform every college** of your acceptance or rejection of the offer of admission and/or financial aid by May 1. Colleges cannot require your deposit or your commitment to attend before May 1. Talk to your counselor or adviser if you have questions.
- Send your deposit** to one college only.
- Take any AP® Exams.** Show what you've learned in your AP classes. A successful score could even earn you credit, advanced placement, or both in college.
- Waitlisted by a college?** If you intend to enroll if you are accepted, tell the admission director your intent and ask how to strengthen your application. Need financial aid? Ask whether funds will be available if you're accepted.
- Work with a counselor** to resolve any admission or financial aid problems.
- Ask your high school** to send a final transcript to your college.
- Review your financial aid awards:** Not all financial aid awards are the same, so it's important to choose the aid package that's best for you and your family. Be sure to note what you have to do to continue receiving financial aid from year to year, and how your aid might change in future years.

Visit [bigfuture.org](https://bigfuture.org) for more information.

## SENIOR BRAG SHEET

Date I need letter by: \*PLEASE NOTE, you MUST give at least a 2 week lead time for the letter.

Please fill out this form as accurately and completely as possible. Don't be afraid to "brag" about yourself! Your admin, counselors, teachers and other professionals will use this information in recommending you for scholarships, college admissions, and other honors/awards and/or services. You should give one copy to each person you are asking to write a letter.

Full legal name	Name you go by
-----------------	----------------

Date of birth	Home phone	Cell Phone	E-Mail address
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List ALL activities and leadership roles beginning with 9<sup>th</sup> grade clubs and organizations and/or athletics:

Name	Years involved	Office/ Position held

**Awards and Honors:**

Name of award	Reason for award	Year received

**Youth leadership group activities (e.g. Girl Scouts):**

Where	Type of Activity	Years Involved

**Plans after leaving high school: (Do Not Leave Blank)**

College      Proposed Major: \_\_\_\_\_  
List top three schools you plan to apply to: \_\_\_\_\_

Technical School      Proposed Major: \_\_\_\_\_  
List top three schools you plan to apply to: \_\_\_\_\_

Military      Branch: \_\_\_\_\_

Work      Where, doing what? \_\_\_\_\_

**Career Goal:** (What do you want to be when you "grow up"?) If undecided, put down something that interests you, for example "music".

1 <sup>st</sup> choice	2 <sup>nd</sup> choice	3 <sup>rd</sup> choice
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**Any Work experience:** (Past and present)

Employer	Position	Dates

**Community Service:** Many colleges and scholarship programs are now emphasizing community service. List ways you have given back to the community. Give dates, approximate hours spent and what you did.

Organization/ Location	Service Provided	Years	Hours

List Academic, Arts and Vocational Subjects/Courses you have done well in, as well as strong skills you carry:

Course	Related Skill
<b>Overall GPA (Optional)</b>	

What do you consider your **strongest personal asset**?

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**WHY** do you want to have a career in the one you choose above?

---

What three **adjectives** best describe you?

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Name three staff members who know you well and would speak highly of you

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Is there anything else you would like for someone writing a recommendation to know about you? (Hardships you have overcome; accomplishments you're particularly proud of, etc.)

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The above information is true and accurate to the best of my knowledge.

Signature

Date

## What Do I Need For My FAFSA?

- ✓ Your Social Security Number
- ✓ Your Alien Registration Number (if you are not a U.S. citizen)
- ✓ Your most recent federal income tax returns, W-2s, and other records of money earned (2021 taxes). You may be able to transfer your federal tax return information into your FAFSA using the IRS Data Retrieval Tool.
- ✓ Bank statements and records of investments (if applicable)
- ✓ Records of untaxed income. (if applicable)
- ✓ An FSA ID to sign electronically.
- ✓ OPENS October 1<sup>st</sup>, 2022

## Scholarship Websites

### Peterson's

Peterson's is a one-stop scholarship resource — not that we recommend this strategy — with a number of great (and free!) resources. The site boasts \$10 billion in scholarship awards and has an impressive collection of articles, test prep resources and more.

But it's not just a stockpile of scholarships. It also has the tools and tips you need to start your search — and its search filters make navigation simple. Filling out a very short survey allows you to adjust the filters as you go, which gives you more control than sites that require extensive profiles to get started.

<https://www.petersons.com/#/sweeps-modal>

### Unigo

Like Peterson's, Unigo has plenty to offer beyond just scholarships, including jobs, internships, college profiles and rankings, articles and a textbook store. When it comes to scholarships, the site offers both profile-based matching as well as easy-to-browse categories. Perhaps best of all is its user-friendly interface, which is somewhat reminiscent of a photo-sharing site. It makes finding scholarships simple. What's more, the site values security and privacy of personal information — so, in other words, no spam!

<https://www.unigo.com/>

### Fastweb

Fastweb, a subsidiary of Monster, hosts more than 1.5 million scholarships that amount to more than \$3.4 billion dollars. And it's all so well organized! The search platform's filters make it hard *not* to find exactly what you're looking for. One minor drawback: You have to fill out a profile to get started. But the profile helps match you with scholarships most likely to suit your needs, and the sign-up process is relatively painless.

<http://www.fastweb.com/>

### Cappex

Cappex has a large scholarship database and they're not afraid to brag a bit: "We've Got More Than \$11 Billion in Scholarships." Registering can be annoying, but you'll be glad you took the time to get personalized results. Cappex sets itself apart with its "What Are My Chances" tool, which attempts to calculate the odds that you'll get into a certain college before you apply.

<http://www.fastweb.com/>

### Chegg

Over the years, Chegg has expanded from its humble beginnings as an online textbook store to become a well-rounded education resource. It acquired scholarship match service Zinch in 2011 and now hosts scholarships totaling over \$1 billion.

Its interface is simple and the mandatory sign-up process is well worth the time. What's more, it has a "top scholarship picks this week" category, which highlights opportunities you may have otherwise missed. And on top of the scholarships, Chegg offers homework help, tutoring, test prep, internships and (of course) textbooks.

<http://www.chegg.com/>

### The College Board



As with all of the best resources, The College Board offers much more than an extensive list of scholarships. It also has test prep, articles and college search tools, among others. And its “scholarships, other financial aid and internships from more than 2,200 programs” totals nearly \$6 billion. Added bonus: While you’re perusing the site you can prepare for the SAT!

<https://www.collegeboard.org/>

### **Niche**

Formerly known as College Prowler, Niche is one of the easiest sites to navigate. It’s neatly organized into categories that make it simple to start finding and applying for scholarships.

You can browse by categories – including, but not limited to, sports, interest area, career and major — but it can be tricky to filter outside of these preset groupings. Still, with no required sign-up and a user-friendly design, Niche is a simple and powerful resource.

<https://nichebeta.com/>

### **Scholarships.com**

Scholarships.com’s tagline says it all: “With more than 2.7 million scholarship and grant opportunities worth more than \$19 billion, just about everyone is bound to find something.”

It’s one of the largest databases and is updated daily. You can browse by category, but if you really want to navigate the extensive list of opportunities, you’ll need to make a profile. It’s one flaw: The site has ample information about alternate forms of financial aid, but it lacks some of resources other sites offer.

### **CollegeNET.com**

Despite its somewhat unusual interface, Collegenet has an impressive number of scholarships. You can search by keyword or create a personalized profile to get filtered results. From there, you can create, manage and save lists that you can return to later.

Scholarships are listed by their award amounts, with the highest payout listed first. While the site’s search results are often extensive, it could benefit from some more filtering or organizational tools.

### **Scholarship Monkey**

Scholarship Monkey offers three search options: personalized search, search by keyword and lists of scholarships. Results from any of these searches can then be further filtered by college, but unfortunately not by any other criteria.

Despite its huge index of scholarships, the site is not as easily navigable compared to some others, making it more difficult to take full advantage of its opportunities. Another reason it ranks lower on the list: spam. I’ve received numerous emails from the site, even after unsubscribing.

Nonetheless, it’s a great tool with a huge database of scholarships – even if it is trickier to use than others on the list.

<http://www.scholarshipmonkey.com/>

### **Raise.me**

Creates a profile and follow colleges you are applying to. You could earn money towards that college for community service, grades, athletics, leadership roles, attendance and more!

## Common App Essay Questions 2022-23

1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
2. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
3. Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
4. Reflect on something that someone has done for you that has made you happy or thankful in a surprising way. How has this gratitude affected or motivated you?
5. Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.
6. Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
7. Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.

Counselor Information (Needed for Common Application)

Chad Alder

Erika Ponciano

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Title: School Counselor

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