

Application Steps

Apply (thru the college website or the Common Application website)

- Attend your Senior Planning Day, Senior College Night and any College Fairs you can. Know the deadlines.
- Use Naviance to narrow down your college search to 5-7 colleges
 - Add the colleges to your list
 - Visit the college website
- Follow the steps to applying as a: "freshman", "undergraduate" or "prospective student".
- Make sure to read all directions on the application
- Neatness counts
- Double check to see if there are any portions your teachers/counselor must complete. If so, ask them nicely



Tell us!

- Transcript Request form- Everytime you apply to a College or Scholarship you MUST fill out a BLUE transcript request form. They are located across Mrs. Matheny's desk in Post Grad.
- These forms will send out your test scores, transcripts, class rank, g.p.a.
- You MUST allow for two weeks for processing and remember, the first two are free - each one is \$5.00 after that.
- You must double check to see if your school requests 7th semester transcripts, if so you will have to resend after semester
- Letters and Essays
 - (Optional) Some colleges require teacher/counselor recommendations and a personal essay. You will upload your personal essay directly to your application online as required. Teachers and Counselors will upload their letters directly to Naviance.
 - (Optional) Some colleges require a secondary school report or counselor recommendation form. Your Counselor will fill this out on Naviance. We will send this with your transcript, test scores, and any letters of recommendation requested.
- Any transcripts fees you are paying by a check or money order will be sent if provided.

A screenshot of a 'Transcript Request Form' from Overland High School. The form includes fields for 'Last Name', 'First Name', 'M.I.', 'View of Grad', 'College/Scholarship Name', and 'Location of College'. It also has sections for 'Application Deadline', 'Application Fee', 'Test Scores', 'SAT/ACT Scores', and 'Teacher/Counselor Recommendation'. The form is titled 'Overland High School Official Transcript Document Request Form' and includes instructions for students and parents.

Find the money

- Attend the information nights, especially the financial aid planning night with your parents
- Create an account at www.fafsa.ed.gov
- Complete the FASFA forecaster to get an estimate of what federal aid you could be calculating
- Complete the actual FASFA in January, but before March
- Scholarships! Scholarships! Scholarships!
 - Check Naviance and the scholarship binder in Post Grad for scholarships that you could qualify for
 - Complete the requirements of each scholarship and make sure to follow it up with a transcript request form

