Basic Application Steps: please refer to your Senior Packets for complete details

Apply (online if possible!)

- Check the "College Planning Calendar" in your Senior Packet frequently, and attend your Senior College Planning Events and any College Fairs you can. Know the deadlines.
- Use Naviance to narrow down your college search to 3-6 colleges.
  - Add the colleges to your list.
  - Visit the college website.
- Follow the steps to applying as a "freshman," "undergraduate," "new student" 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 or counselor must complete.

Overland High School Official Transcript/Document Request Form

Transcript Fee: First 3 transcripts are free, $1.00 for each additional transcript

Last Name First Name M.I. Year of Grad

College Scholarship Name: Location of College: City State

Your OHS Counselor's Name:

Application Deadline: (You will find this on the college's website)
Remember, you must submit your Transcript Request TWO weeks earlier than the application deadline

I am submitting my application online using:

☐ The Common Application ☐ The college's website
**For Common Application Schools you must complete your FERPA rule w/ form on Naviance under the "My College" link before requesting your transcript

Application Fees:

☐ I paid my Application Fee online ☐ Application Fee is attached ☐ I used a Fee Waiver
*** You must show Mr. Lyon Free and/or Reduced Lunch Letter at the time of submitting this request in order to receive a waiver

Transcripts Requested:

_____ Please send my Official Transcript that includes my CSAP scores, State ACT scores, in addition to other tests I have taken that OHS has received (SAT, ACT, AP)

_____ Please send only my Official Transcript that includes my CSAP scores and State ACT. Please DO NOT send any additional SAT or ACT scores. I will request those to be sent directly from College Board (www.collegeboard.com) or ACT (www.actstudent.org)

_____ Please send my 7th Semester transcript

Recommendation Letters and Forms:

Please send recommendation letters from:
(Teacher/Counselor letters/forms MUST be uploaded into Naviance prior to submitting Transcript Request)

Teacher Name _____ Letter ____ Form____

Teacher Name _____ Letter ____ Form____

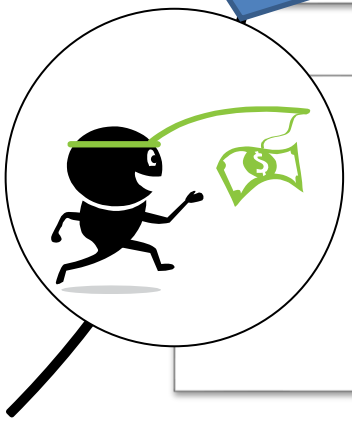
Counselor Name _____ Letter ____ Form____

My Signature below authorizes Overland High School to release all records related to the completion of my college application as indicated above.

Student Signature Date Sign Required Sign Ongoing Sign

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 Mr. Sewell's desk on the wall in Post Grad.
  - These forms will send out your transcrpt which includes your test scores, class rank, and g.p.a.
  - You MUST allow for two weeks for processing.
  - 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 Naivance.
  - (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. Please ask your counselor if this is needed.
- Any transcripts fees you are paying by a check or money order will be sent if provided.



Find the money

- Attend the information nights, especailly the finiancial 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- called the EFC (estimated family contribution)
  - Complete the actual FASFA in October.
  - Check weekly for scholarships and grants.
- Complete the requirements of each scholarship and make sure to follow it up with a transcript request form.