

Checklist for Applying to College

Walt Whitman High School Counseling Department

	Student Responsibilities	Timeline	Others' Responsibilities
<input type="checkbox"/> It's Time Packet and Interview	Complete your It's Time Packet so your counselor can write you personalized letters of recommendation. You can access it through the Walt Whitman Counseling Webpage. After you've completed your packet, contact your counselor to schedule your It's Time interview.	Summer before your senior year through the fall of your senior year.	Your counselor will review your It's Time packet during your interview and then write your letter of recommendation for you.
<input type="checkbox"/> Request Transcripts	Submit paper transcript request to the transcript secretary, three to four weeks before your application deadline.	Transcript deadlines can be found in the "Requesting Transcripts" Packet, but must be submitted 3-4 weeks prior to app deadline	After you submit your transcript request, the transcript secretary will send your transcript, the Whitman school profile, secondary school reports, and letters of recommendation. Additionally, in February the transcript secretary will automatically send out mid-year reports (with your Semester 1 grades) and any additional reports from your counselor to each college to which you applied.
<input type="checkbox"/> Request Teacher Recommendations	Request teacher recommendations via Naviance Student once you've spoken with the teacher who has agreed to write you a letter of recommendation. Share your deadlines as well as your list of schools with your teacher.	Varies by teacher.	After receiving your request through Naviance Student, your teacher will upload their letter of recommendation to Naviance, complete the corresponding teacher report, and send to the schools you've identified. Your teacher must have agreed to write you a recommendation prior to this step.
<input type="checkbox"/> Send Test Scores	Send ACT, SAT, and/or SAT subject exam scores to colleges through their respective websites: ACT.org or CollegeBoard.org. To save yourself a step, sign up for scores to be sent to colleges when you register to take these tests.	Allow 2-3 weeks before deadline.	Upon your paid request, the College Board and/or ACT send test scores directly to colleges. **NOTE: *TEST SCORES MUST BE SENT BY THE STUDENT DIRECTLY TO THE COLLEGE FROM COLLEGE BOARD OR ACT. WHITMAN CANNOT AND DOES NOT SEND TEST SCORES**
<input type="checkbox"/> Send Supplemental Materials	Check with your college if supplemental materials are accepted or needed (e.g. some arts programs require art portfolios). Also, some schools may accept an additional letter of recommendation from a coach, community member, boss, etc. If so, your recommender must snail-mail or scan & email their letter on your behalf.	Allow 2-3 weeks before deadline.	Supplemental recommenders are responsible for preparing and sending your report, but you should given them clear directions on how to submit their supplemental letter. You are responsible for sending in any supplemental parts of your application, for instance, an art portfolio.
<input type="checkbox"/> Submit Application	Complete and submit college application by the deadline. Give yourself some wiggle room so you're not submitting at 11:59PM the night before it's due. That's the best time for computers to crash and networks to fail! Note: You do NOT need to wait for your recommendations to be sent to submit your own application!	Deadlines vary by colleges: check with each school in regards to their particular deadline.	Once your application is submitted most colleges will allow you to track the status of your application and all the components (transcripts, letters of recommendation, test scores, etc.) online. Otherwise, we recommend calling the admissions office to confirm all materials have arrived and been linked to your file.
<input type="checkbox"/> Apply for Financial Aid & Scholarships	Complete the FAFSA online. Research and apply for scholarships online or in the Career Center. You may need to request transcripts and letters of recommendation.	FAFSA application becomes available October 1. Individual College deadlines vary.	Colleges will prepare a financial aid offer made up of grants, scholarships, and/or loans. You will have the opportunity to accept or decline their offer when you decide whether or not to enroll.

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