

**Class of 2018**  
**College Application**  
**Checklist**

# Step 1: May/June 2017

## Preliminary Letter of Recommendation Requests

Reach out to 3-4 teachers to ask if they would be willing to write a letter of recommendation for your college applications. If they say YES, you'll add them to your Naviance account as a recommender for "ALL SCHOOLS" when you arrive back to CMIT in the fall. (Don't select individual schools because that's annoying for everyone including you, believe me.)

# Step 2: May and June 2017

## First Draft of College List

Do some research and come up with 10-15 colleges that you would be interested in applying to. Speak with Mr. Avsar and Ms. Gaudette if you need help. Look at programs you're interested in. Look at the SAT/ACT scores and GPAs the schools take. You'll end up applying to 1-2 safety schools (average GPA/scores are lower than yours), 2-3 target schools (average GPA/scores are on par with yours), and 1-2 reach schools (average GPA/scores are a little above yours). Be reasonable! Don't apply to 20 colleges, y'all. That gets really expensive.

**Add all of these schools to your Naviance account.**

# Step 3: Summer 2017

## Take the SAT and ACT

Take these tests at least once before you get back in the fall.

(Though you should really try to take each of them at least twice if you can) Get a book and study the section(s) that you didn't do so well on and plan to take it again in the fall.

Research what tests your schools require. Do they want the SAT? The ACT? Both? Neither? Make sure you are proud of what you're sending to your schools.

# Step 4: Summer 2017

## Make a Legit College List

Visit as many colleges as you can. Visit ones that are on your list. Visit ones that your friends and family recommend. Visit ones that our seniors have been accepted to. Visit all of the schools you can. Go to college fairs. Speak with admissions counselors. You'd be surprised which schools you end up seeing as perfect for you! Make your final college list and edit your Naviance account to make sure your list is accurate.

# Step 5: Summer 2017

## Make Your Common App Account

Make an account on CommonApp in the summer and link it to your Naviance account. CommonApp will allow you to apply for most of your colleges on ONE page rather than going back and forth and answering all of the same questions over and over again. Every college will have its own supplementary application, but it will ALL be on CommonApp. (Some schools don't use CommonApp, such as the University of Maryland, so for those, you'll have to apply separately. But a really large majority of schools use CommonApp so make the job easier on yourself!)

# Step 6: Summer 2017

## Start Drafting Your Essays

Write first drafts of the writing prompts for all of the colleges you're interested in. That way, you can ask someone to look them over when you get back to school.

You probably shouldn't ask your family members. They're super nice and think you and everything you do will be perfect...so look for someone who will lay down the hard truth on your essay.

# Step 7: September 2017

## Senior Questionnaire & Resume

Use a copy of the senior questionnaire at the bottom of this document. TYPE all of the answers and make sure you put together a good resume. This is how people will write thorough letters of recommendation about you. Even if people know you, they don't know everything about you. So anything you can do to make letter writing easy will help them to help you. Give a copy to Ms. Gaudette by SEPTEMBER 30<sup>th</sup> so that she can write your letter of recommendation. If you give her the resume and questionnaire AFTER September 30<sup>th</sup>, she cannot guarantee you letter will be ready by the November 1<sup>st</sup> deadline.

# Step 8: September 2017

## Remind Your Recommenders

Ask them again if they are still willing to write you a letter of recommendation. Most colleges require 2-3 letters, so make sure you have at least 3 people to write letters for you. If you haven't already (slacker), add them into your Naviance account as your recommenders for "ALL SCHOOLS" (don't select individual schools because that's annoying for everyone including you, believe me.) Give your teachers a copy of your resume and a copy of the completed senior questionnaire on this bulletin board. Give them a DEADLINE for when you want your letters to be submitted by. (November 1<sup>st</sup> is when we expect everyone to complete their applications, so October 15<sup>th</sup> is a good deadline.)

# Step 9: September-October 2017

## Get Those Applications Done

Get on CommonApp and the individual school pages (if the schools are not on CommonApp) and finish those applications! On Naviance, you will see the symbols below next to each of the colleges you've listed. The first one means the school is on CommonApp, so we will send your documents (transcript, letters, and school profile) electronically through Naviance. The second one means that your school requires us to MAIL the aforementioned documents. The third one means that the school is NOT on CommonApp but accepts the documents electronically through Naviance. The fourth one (or any variation of the fourth one) means we have to MAIL the documents.



# Step 10: September-October 2017

## **Prepare to Mail Documents (If Applicable)**

If any of your schools require your items to be mailed, please bring envelopes to all of your teacher recommenders. Please also bring a Transcript Request Form (available on this bulletin board) and an envelope to Ms. Gaudette. Your teachers will put their letter of recommendation into the envelope, seal it, and return it to you. Ms. Gaudette will put her letter and your transcript and school profile into the envelope, seal it, and return it to you. You will then be responsible to go to the Post Office and put all of the sealed envelopes into a larger envelope and mail them directly to that school's Admissions Office (addresses are on each college's website). It is recommended that you pay a little extra for a tracking number so you know when items arrive.

# Step 11: September-October 2017

## SAT/ACT Part 2

Take the SAT and ACT one last time and SEND IN YOUR SCORES. CMIT counselors can see what you got on your SAT and ACT tests, but we do not have the ability to send the official reports to your colleges. YOU have to do that yourself. You can send a few of them for free when you take the final test, but you need to make sure that you send them to ALL of your schools IMMEDIATELY (well like the day after is fine...) after taking the test.

# **Step 12: October 2017**

## **Put Your Finishing Touches on Your Applications**

Did your teachers all upload their letters? Did you submit all of your applications? Did you send your test scores to schools? Did you mail applications for schools that require that? Check in with Ms. Gaudette to make sure that everything on your college application checklist has been checked off.

# Step 13: November 2017

## Relax and Wait

You should be aiming to apply by November 1<sup>st</sup> for ALL of your schools. That's right. November 1<sup>st</sup>. Why? Because most schools accept the majority of their freshman class from the early action applicant pool and if you choose to wait until after the first possible deadline, your chances of getting in (or getting more scholarship money) greatly decrease. November 1<sup>st</sup> is the first deadline for Maryland schools, so why not get all of your applications in by then and then enjoy the rest of your senior year??

# Special Note:

## ITEC Students

You have to apply as a FRESHMAN applicant and NOT a transfer student. Even with an Associate's Degree, you are not a transfer student until you take a college course AFTER you receive your high school diploma.

## Senior Questionnaire for Counselor Recommendations

**NAME:** \_\_\_\_\_

**List the colleges you are applying to – you must list the NAME of the college/university as well as the DEADLINE for your application.**

**Please type the answers to the questions and statements below to help Ms. Gaudette write your Letter of Recommendation so that the letter will truly reflect your personal qualities and accomplishments. This form MUST BE TYPED and is due two weeks prior to the application deadline for the college you need the letter for. Be THOROUGH. Two-three sentences at a minimum per question is expected.**

1. What adjectives would you use to describe yourself?
2. What do you consider your academic strengths and weaknesses?
3. What are your personal strengths?
4. What is your most important accomplishment and why are you proud of it?
5. What do you consider most rewarding academic experience in high school? Why?
6. What extracurricular activity have you been involved in school and outside of school?
7. What extracurricular activity has meant the most to you? Why?
8. Describe what you like to do in your free time and how you spent your summers in high school.
9. What are your career goals and aspirations? Why?
10. If you are in an internship and/or research practicum, briefly describe this experience.
11. Tell something interesting or important about you that most teachers or students may not know about you.
12. Do you feel that your academic record accurately reflects your ability? Are there any obstacles, events, or hardships that may have affected you in high school?