

Student Tasks College/Career Application Process

Student _____

Date _____

- Get Transcript for use when filling out college applications
- Naviance**
 - Add colleges to list of Colleges I'm applying to
 - If using Common Application,
 - Create Common App account and sign FERPA Waiver (commonapp.org)
 - Fill our brag sheet
 - Start asking recommenders if they would do letter of recommendation
- If applying to **Common App** school
 - Check out essay prompts for Common App schools
 - Begin writing personal statement
 - Get Counselor Recommendation Packet, complete and turn in before Nov. 16th or 3 weeks before earliest letter is due
 - Add teacher recommenders in Naviance
 - Finish Common Application before earliest deadline
- If applying to **UCs**
 - Make UC Apply account (admissions.universityofcalifornia.edu)
 - Begin writing responses to Personal Insight Questions
 - Complete UC Apply application before Thanksgiving break!
- If applying to **CSUs**
 - Make CSU Apply account (calstate.edu/apply)
 - Complete CSU application before Thanksgiving break!
- Standardized Tests** (only needed for 4 year colleges)
 - Login to CollegeBoard.org or act.org account and see if/where you are having test scores sent. If you did NOT select any schools when you took the tests, you will have to ask for scores to be sent and pay fee for each school.
 - Have test scores sent to schools you are applying to
 - Only need to send to 1 UC and 1 CSU.** The rest share your score.
 - Send scores to all Common App or Out of State schools you apply to if required.
- If applying to **Community College** create an account (cccapply.org)
 - Select desired college and complete application (Applications for Fall Term open in February/March)
 - Complete Assessment Testing (West Valley and De Anza Colleges will have Application and Assessment workshops here at Westmont in the Spring)
 - Complete Orientation (Completing Assessment and Orientation in Spring will give you priority enrollment)
- Fill out **Financial Aid/Scholarship Applications**
 - FAFSA: www.fafsa.ed.gov or CA Dream Act: dream.csac.ca.gov
 - Local Scholarships: <https://goo.gl/MA4cQJ>
- If choosing **Career Technical Education** or **Apprenticeship**
 - Research these programs at: www.dir.ca.gov/databases/das/aigstart.asp
 - Determine when/where you need to apply.
 - Make a resume! Naviance has a good starter resume you can download and change.