

## **Westfield High School - Four-Year College Application Checklist**

*Additional information about - and links for - the checklist items below can be found in the [Student Services Schoology Course](#).*

- ❑ **Finalize your college list** and decide how you're going to keep track of deadlines and requirements. There are options in Schoology in the College Application Tracking tools folder.
- ❑ Fill out and submit **Transcript Request Forms** for each college to which you are applying as well as the **Consent to Release Records Form**. Submit at least 15 school days (3 weeks) before the application deadline.
- ❑ Sign up in [Naviance](#) to attend **college admissions rep visits** to Westfield.
- ❑ **Request recommendation letters from counselor/teacher, if needed.** Complete Counselor Recommendation Forms (Student and Parent) at least three (3) weeks before deadlines. The recommendation forms are in the Senior Folder of the Schoology Student Services Course.
- ❑ Finalize essays and personal statements.
- ❑ **Apply by deadlines** - many deadlines are in October, November and December. Do your research!
- ❑ If you are submitting standardized test scores, send SAT/ACT scores directly from the testing companies to the schools – **it can take up to 5 weeks for scores to reach colleges.**
- ❑ After you have submitted your applications, follow up to be sure colleges have received all required materials. Remember to check your email often for messages from your colleges. *Consider creating a new email address just for your college and scholarship applications.*
- ❑ Attend one of the **College Access Fairfax Virtual Paying for College Virtual Presentations** on Saturday, October 28 or Tuesday November 14. Attend one of the **Scholarship 101 Virtual Presentations** on either Saturday, November 18 or Tuesday, November 28. Register [here](#).
- ❑ File your **FAFSA (or the alternative VASA)** after it becomes available in December and submit to schools before the college's Financial Aid deadline or "priority filing date." You may also need to submit the **CSS Profile** (available now), required by some colleges in addition to the FAFSA. A helpful resource for financial aid and scholarship information is [College Access Fairfax](#).
- ❑ Research and apply for **scholarships** through [Naviance](#) and other sources. Be sure to meet any college requirements concerning school-based merit scholarships such as separate applications, essays or deadlines.
- ❑ **Need additional help or just want to work on your applications?** Sign up for College & Career Center AppLabs during FLEX. You can work on any college-related tasks and get support from counselors. Or make an appointment with Ms. Cudahy ([lqcudahy@fcps.edu](mailto:lqcudahy@fcps.edu))