**Fall 2021 Senior College Checklist**

1. Create and start working on your Common App account by visiting [commonapp.org](http://www.commonapp.org), if you have not already done so.
2. Waive your FERPA release authorization on your Common App before proceeding to the next step.
3. Match your Common App and Naviance accounts. You can do this on the “Colleges I’m applying to” page on Naviance by entering your Common App log-in information and date of birth.
4. NOTE: You must have waived your FERPA release authorization on your Common App before you can link your accounts.
5. Make sure you have specified how you are applying to each college in your list so your counselor knows how to send your supporting documents.
6. Recommendations:
   1. Email your recommenders with your upcoming deadlines ASAP to remind them.
   2. Request your teacher letters of recommendation on Naviance. To do this, click the “Colleges” tab at the very top of your Naviance homepage, then click on “Letters of Recommendation”. Click “Add request” and follow the prompts. Make sure to take note of any colleges that only allow one letter of recommendation and select your recommender accordingly.
7. Fill out any early decision agreements you may have. Your counselor and your parents have to complete a section, so leave enough time for this to be done.
8. Request transcripts:
   1. **You MUST request transcripts TWO ways** – on Naviance and by using a paper request form. Additional copies may be found in the plastic mailbox outside the counseling department main door or on the MATES counseling website: www.matescounselingdept.weebly.com
   2. Return the paper form to your counselor by leaving it in that same mailbox outside the counseling department main door.
9. Send your ACT/SAT scores directly from their websites to the colleges to which you are applying. Allow up to 6 weeks for them to be sent during high peak application time. Scores are not listed on your transcript.
10. Starting filling out your FAFSA, as of October 1st at [Fafsa.gov](https://www.fafsa.gov).
11. Complete the CSS/PROFILE well before the application deadlines, if required.

**Deadlines**

* If your first application deadline is November 1st or November 15th, you must submit your transcript request form by October 15th. All requests for later deadlines must be submitted by October 29th.
* If you have an October 15th deadline see your counselor immediately.