

College Application Checklist

- ✓ Send ACT Scores through www.act.org
 - If you used an ACT Waiver for the ACT, it should still be in the system.
 - If you don't have an ACT fee waiver in the system, see Mrs. Landstrom in the media center
- ✓ Send SAT scores through www.collegboard.org
 - If you used an SAT Waiver for the SAT, it should still be in the system.
 - If you don't have an SAT fee waiver in the system, see Mrs. Landstrom in the media center
- ✓ Connect Applications to Naviance
 - Connect Common App to Naviance
 - Add colleges, manually to "Colleges I'm Applying To" List that are not on Common App.
- ✓ Request Transcripts through Naviance
 - In the "Colleges I'm Applying To" List; select "Manage Transcripts" → "Initial" → check colleges from your list you are requesting transcripts for.
 - You can also see the status of transcripts in this screen.
- ✓ Application Fee Waivers (If you need one)
 - If you are using Common App; you request through Common App and it links to Naviance. Your guidance counselor will upload it through Naviance.
 - If you are not applying through Common App; see your counselor for the NACAC Application Fee Waiver Form. Follow the college's directions for submitting it.
- ✓ Recommendations
 - If the school you are applying to requires a recommendation, send the person you are submitting as a recommender an Education Resume. This allows them to have information necessary for an effective letter of recommendation.
- ✓ SSAR
 - Check if your school requires SSAR
<https://ssar.selfreportedtranscript.com/Login.aspx>
 - Helpful Tip: Request an unofficial transcript printed from guidance. This will make completing the SSAR easier on you.
 - Florida schools that require SSAR:
 - Flagler College
 - FAMU
 - FAU
 - Florida Polytechnic University
 - FSU
 - New College of Florida
 - UNF
 - UF
 - UWF
- ✓ Other Requirements
 - Most schools send a follow up email with follow up instructions. Check your email regularly.