

## 12<sup>th</sup> Grade Checklist for Applying to Four-Year College

1. Visit the [12<sup>th</sup> Grade College Counseling Calendar](#) on the *Seniors* page of the Counseling website and make note of all the important dates that apply to you.
2. Use your [Naviance](#) account to research colleges based on your criteria (size, admissions, location, etc.) and create a **final** college list. Add all colleges to your "*colleges I'm applying to*" list with accurate *type* (regular/early/rolling) of application. **If the college accepts the Common Application, indicate if you are "Applying via Common App."**
3. If you are considering **Early Action/Early Decision/Early Restrictive Action**, talk to your counselor. You'll need to enter the correct admission type in your Naviance college list and complete any required forms by **Sept. 30, 2016 for any Oct. or Nov. 1 deadlines.**
4. Prepare & register for [ACT w/Writing](#) and/or [SAT Reasoning and/or Subject tests](#) in Oct., Nov., and/or Dec. **Send 4 free scores at registration and send scores to ALL colleges to which you will apply.** CCA CEEB Code: 050893. For **CSU**, use SAT code 3594 to send scores to **all** CSUs OR send official ACT to one CSU and use CSU Mentor Application Manager to share with other CSUs. For **UC**, if you send official SAT or ACT scores to **one** UC campus, it will share with other campuses to which you apply.
5. Attend college rep. visits in the College & Career Center and visit college campuses for tours.
6. Attend the CCA [12<sup>th</sup> Grade Presentation](#) in September.
7. Locate college admission and financial aid applications through [Naviance](#) and specific college websites.
8. **If a letter of recommendation or form from a teacher and/or counselor is required\*** (\*letters are **not** required/accepted for CSU or UC; **all** Common Applications require evaluation and transcript submitted by counselor, check with each college for requirements re: Academic and supplemental Teacher Evaluations.)
  - a. Request a letter in person, allow **at least 3 weeks.** CCA request deadline is **Oct. 31, 2016.**
  - b. Complete Brag Packet and add your **counselor/teacher(s)** under *letters of recommendation* in Colleges tab in Naviance.
  - c. **To each evaluator**, submit a FERPA, and any required paper forms, with stamped envelopes addressed to the college with no return address, for non-Common App. colleges or scholarships that are not electronically submitted.
9. Attend CSU Application Workshop and complete CSU Application (10/1 – 11/30) <http://csumentor.org/>.
10. Draft, revise and finalize personal statement for UC and/or private school applications (**Not required for CSU**).
12. Attend UC Application Workshop & complete UC Application (11/1–11/30) [www.universityofcalifornia.edu/apply](http://www.universityofcalifornia.edu/apply).
13. Optional: Make a senior conference appointment with your counselor. Fall Term. Date \_\_\_\_\_ Time \_\_\_\_\_
14. Complete private school applications (**Deadlines vary**: November – March). Many use the [Common Application](#).
15. **If necessary, request official transcripts** from the CCA Registrar to be mailed (allow at least 3 business days to process). **Only send transcripts to CSU/UC if required or requested for a specific campus or program.**
16. **Financial Aid**
  - **Starting October 1** if required, complete the [CSS Profile](#) (financial aid for participating private schools).
  - Complete financial aid and scholarship applications for specific colleges via college applications.
  - **October** Attend Financial Aid Night at CCA and complete Free Application for Federal Student Aid (FAFSA), [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you have not already, submit a *Cal Grant GPA Verification Release* form to the CCA Registrar.
  - Obtain and complete applications for private colleges for scholarships and grants.
17. Request mid-year reports after 1st term grades (private and/or out-of state- schools, if required).
18. **After admission decision, compare offers and respond to college.** Be sure to follow all instructions in the acceptance letter and meet all the stated deadlines. Contact the undergraduate admissions department or your alpha-counselor if you have questions.
19. **June** - Order final transcript through the [CCA Registrar](#) as part of Senior Checkout process.