

Activity 12th Grade Checklist ✓

Senior year is an exciting and busy time in the college admissions process. Keep up with your schoolwork as you balance your academic responsibilities with the college application process. Use this checklist to stay on track.

August/September

- Meet with your school counselor to make sure you will have enough credits at the end of the year to graduate and that the credits meet college admissions requirements.
- Update your resumé, highlighting accomplishments, work experience, and awards. Provide a copy to teachers who will write letters of recommendation for you (pp. 12-13).
- Finalize your list of colleges and universities, and check their application requirements (p. 32).
- Continue working on your applications, planning to meet all deadlines (p. 38).
- Research scholarship opportunities and request application materials (p. 50-55).
- Work with your parents or guardians to gather the financial documents and materials necessary for filing the Free Application for Federal Student Aid (FAFSA; pp. 44-45).
- Apply for an FSA ID at studentaid.gov/fsa-id/create-account. Keep your login information in a safe place. You will need to refer to it often (p. 45).



West Chester University

October/November

- The FAFSA typically becomes available in December. Complete and submit the FAFSA (studentaid.gov/h/apply-for-aid or 1-800-4-FED-AID or TTY 1-800-730-8913) to be eligible for state, federal, and institutional grants and loans. Be ready for requests for income verification; check your email regularly (pp. 44-45).
- Watch for your FAFSA Submission Summary, which will be available online shortly after you submit your FAFSA online. Check your FSS for any errors and make the necessary corrections (p. 45).
- Determine whether the colleges which interest you require the CSS Profile on www.collegeboard.org by searching each school's website or by calling the school's financial aid office (p. 46).
- Attend a financial aid workshop or virtual class with your parents or guardians; visit bigfuture.collegeboard.org/pay-for-college/financial-aid.
- Visit as many of your potential colleges as possible, virtually or in-person (pp. 22-23).
- Attend free virtual or in-person college fairs throughout the year (p. 21).
- Take the SAT or ACT (pp. 27-30).
- Check all college application deadlines and submit your materials and fees on time. Remember: the application deadline for early admission and early decision is usually around November 1 or 15. Use the Track Your College Applications worksheet to stay organized (p. 38).
- Make copies of all documents you send by mail or submit online and place them in your college file.
- Follow up with colleges to make sure your early action, rolling admissions, and early decision application materials were received (p. 38).
- Confirm your citizenship status with the U.S. Social Security Administration (800-772-1213, TTY 1-800-325-0778, or www.ssa.gov), if you are unsure.

December

- Retake the SAT or ACT, if you want to try to raise your score (pp. 27-30).
- Remind your teachers and counselors of the deadlines for submitting your college recommendations for regular admission (p. 38).
- If you were accepted on early decision, check the deadline for acceptance and meet that deadline (p. 31).

January

- Continue to meet application deadlines for regular admission (p. 31).
- Confirm that all of your college admissions materials have been received by each school to which you applied (p. 38).
- Continue to check your email for requests for income verification (p. 45).

February/March

- Send thank you notes to those people who wrote recommendation letters on your behalf (p. 34).
- Continue to research and apply for scholarships (p. 50-55).

April

- Maintain organized files of all admissions and financial aid correspondence that you send and receive.
- Analyze your offers of admission and financial aid packages carefully (pp. 46-48).
- Identify a financial aid contact at each college where you have been accepted. Check in with that person if you have any questions. Request a review of your financial aid offer if it does not meet your financial need or a new situation has developed impacting your ability to pay for college (p. 49).
- Choose your college and accept its offer of admission before the National Candidates Reply Date of May 1. Send in any required deposits and paperwork.**

May/June

- Take applicable Advanced Placement (AP) exams and request that your scores be sent to the college you will be attending.
- Make sure your school counselor sends your final transcript to your selected college.
- If your acceptance offer includes a summer bridge program, register on time.
- Work with your parents or guardians to apply for Federal Direct PLUS Loans (Parent Loans for Undergraduate Students) and other private loans, if necessary. If your parents are not eligible for a Parent PLUS Loan, inform your college's financial aid office, so it can authorize you for additional Federal Direct Loans (p. 43).
- Visit PHEAA at www.pheaa.org to make sure the correct college is listed to receive a state grant.
- Review your financial aid award from the college you will attend and accept or decline each loan or grant individually (p. 47).
- Create a realistic budget for indirect college costs, such as books, phone usage, computer needs, and travel expenses (p. 60).

July/August

- Log in at studentaid.gov to complete your Loan Entrance Counseling and Master Promissory Note for any federal loans noted on your financial aid award letter.
- Review all bills for tuition and room and board. Follow all directions carefully and meet deadlines for payment.
- Regularly check your college portal, email, and postal mail to meet all deadlines for class registration, orientation registration, tuition, room and board payments, placement testing, and housing requests.
- Check on your medical insurance coverage at school and provide any information your college needs, such as your vaccination records.
- Contact the bursar's office to set up a payment plan, if necessary.
- Contact your future roommate(s) and discuss what you will need to bring for your dorm room (p. 59).