

MacArthur High School College Application Checklist

Spring/Summer of Junior Year:

- Register online to take at least one SAT and/or ACT exam.
- Request 2 letters of recommendation from teachers. After you ask the teacher in person, be sure to complete the yellow Teacher Recommendation Request form (and any other information they request) and give to each teacher who has agreed to write your recommendation.
- Review sample college essay prompts and begin writing an outline and rough draft of your essay. Get feedback from your teacher and/or counselor.
- Use the sample resume worksheet to keep track of your activities. Refer to the completed sample as a guide.
- Utilize your Naviance account to explore colleges and universities.
- Schedule campus tours and information sessions, sit in on a class, eat in the food court, visit the bookstore and ask questions of current students. Many schools may track this “demonstrated interest.” Begin to make a list of schools that you plan to apply to.
- Register with the NCAA Clearinghouse if you are interested in playing a sport in college. Student is responsible to send his/her own SAT/ACT test scores directly to the NCAA. Remember to communicate with your counselor if you are interested in college athletics!
- Create your personal accounts for online applications after August 1st. If you are only applying to SUNY or CUNY schools, consider using their online application. Visit www.suny.edu/student and www.cuny.edu for more information.
- If using the Common Application, create an account by visiting www.commonapp.org. Begin filling out your applications. Visit specific college websites to learn where to determine which application they use.

September/October of Senior Year:

- Register online to take any additional SAT or ACT exams needed.
- Touch base with teachers who have agreed to write your letter of recommendation & add the request in Naviance so teacher can upload your recommendation. Remember to say thank you!
- Review your high school transcript for accuracy – HS transcripts available on portal in early fall.
- Meet with your counselor to review the list of schools you are applying to. Be sure to give your counselor a copy of your updated typed activities sheet.
- Continue to work on online college applications. Meet with your counselor if you need help completing parts of your application.
- Attend the annual district Financial Aid Night in the fall to learn about financial aid options and completing the FAFSA. Students/parents can file the FAFSA as soon as it opens (has been opening after Dec. 1st in recent years).

September/October continued:

- Finalize your college essay! Also - be aware many schools may have supplemental essays, be sure you locate those.
- Be aware of application deadlines! Refer to the College Application Procedures handout – all application materials must be submitted to the guidance office 10 days prior to any deadline. Many Early Decision/Early Action deadlines are Nov. 1st & Nov. 15th – plan accordingly! **Remember to complete the green online application form and give to your counselor after you submit online applications – this is how we know to send your transcript and recommendations to colleges.**
- Continue to visit college campuses if you have not already done so.
- Work hard in your senior year classes! Many colleges request 1st quarter or mid-year grades from applicants.

November/December of Senior Year:

- Finalize all college applications before Thanksgiving!! Make sure to notify your counselor when you apply to a college.
- Work on scholarship applications. Visit the scholarship bulletins on the MacArthur guidance website.
- If needed – take final opportunity to re-take SAT or ACT exam. Be sure to send your scores directly to the colleges you have applied to, as you will have already submitted your applications.
- Notify your counselor of admissions decisions. If you were waitlisted or deferred (after applying Early Decision or Early Action), meet with your counselor to discuss strategies.**

January/February/March of Senior Year:

- Continue to research scholarship opportunities. Review the MacArthur scholarship bulletins and apply for any scholarship.
- Notify your counselor of any college admissions decisions.

April/May of Senior Year:

- Complete and return the Required Graduation Exit Summary to the guidance office. This will allow our office to submit your final HS transcript to your college of choice over the summer!
- Attend any Accepted Students Day or Open Houses on college campuses to help with your final decision.
- Send deposit to the college of your choice by May 1st to secure your spot.

June of Senior Year:

Enjoy end of year activities!! Congratulations graduate!!