

COLLEGE APPLICATION WEEK CHECKLIST

Name: _____

✓ COLLEGE APPLICATIONS:

- Completed at least 1 college application
 - Filled out the entire application on the college's website (or through the Common Application)
 - Submitted the essay (if applicable)
 - Paid application fee (if applicable) or used Fee Waiver code
 - Submitted the application
 - Requested transcript to be sent (see "Transcripts" below)

✓ TRANSCRIPTS:

- Requested transcript through Parchment (for all schools not using the Common Application)
 - Go to www.parchment.com
 - Login or create an account if you don't already have one
 - Use your PERSONAL email address – NOT your school email when creating your account
 - Directions are available on the Counseling Website under "Senior Quick Links"
 - Click "Order" to request your transcript to be sent
 - Choose the option to send to "An Academic Organization, Admissions Office, Business, or Other Organization"
 - Enter the name of the college
 - Complete the remaining steps
 - Did Parchment ask you to pay a fee??? If so, **STOP** – double check your profile to make sure you entered 11th grade as your last grade completed and entered 2021 as your graduation year. If you still have an issue, see your counselor or the counseling secretary to help. **There should NOT be a fee for this step!**
- If using the Common Application – your counselor will upload your transcript for schools using the Common Application

✓ FSA ID:

- Created my FSA ID at fsaid.ed.gov (if you have not already done so)
 - Create your FSA ID Username and Password – make sure to write this down in a safe place!
 - Click "Continue" and complete the remaining steps

✓ SURVEY:

- Completed the online survey on the HHS Counseling website: www.hartlandhighschool.us/counseling

✓ OTHER:

- Make a tag for the banner
- Verify with a counselor you have completed all necessary steps
- I'm confused and/or struggling – ask one of the counselors for help!