



HF-L College Application Checklist

You are ready to apply to college! Let's make sure everything is in order to make the process as smooth as possible.

- List the colleges you are applying to in the "Colleges I am Applying to" section of Naviance. Be sure to select Early Action, Early Decision, Regular Decision and type of application.
- Request letters of reference in person from your teachers.
- Invite reference writers via Naviance under the "Colleges" tab and select "All future and current colleges".
- If you are using the Common Application, match your Common App and Naviance accounts. Be sure to complete the FERPA section on the Common App first.
- If you are applying Early Decision, complete the Early Decision statement and included a parent's email so they can also complete the form.
- Write your essay. Be sure a parent, teacher, or counselor has proof read it.
- Complete the "Questions" section for each college on the Common App including any additional essay questions.
- Proof your entire application and submit.
- Send your official test scores directly from either the College Board (SAT) or the ACT to the colleges you are applying.
- Submit your Application Processing Form(s) to the Counseling Center at least **10 days** prior to your deadline. It's okay to still be working on your application when you submit these to our office.



Come see us in the Counseling Center if you have any questions!