

Welcome High Schoolers!

The following checklist was provided by our Guidance Office to guide you through the College Admissions Process.

Please email questions to: jjorgensen@highlandsinternational.org

Before Junior Year

- ✓ [Create a College Board Account](#). Use your personal email. Store username and password in a safe place. [Make a plan](#) to help you keep track of your College Admissions Process.
- ✓ Begin exploring potential colleges. Use [College Board](#) or [College Scorecard](#) to create a list of 5-10 schools.
- ✓ [Extracurricular](#) activities. Summer is a great time to be volunteering. Not sure what to do? Find [ideas](#) here.
- ✓ Take the offered “College and Career” course at HIS or “[Preparing for College Admission](#)” at NSA.
- ✓ Consider taking 1-2 [AP Courses](#) or Honors Courses through [North Star Academy](#).

Junior Year

August

- Begin thinking about [careers and college majors](#).

October

- Take the PSAT (offered at HIS for 9th-11th grade). Practice here: [PSAT](#).

November

- Schedule to take the [SAT](#) or [ACT](#). The best time to take the test is March of your Junior year or around the same time that you finish Algebra 2. Which test should I take? Find more info here: [ACT and SAT](#).

January

- PSAT Scores are released! [Link your KHAN Academy account and College Board Accounts](#) and begin practicing for the SAT.

April

- Learn about the [College Application Process](#). Figure out which teacher you will ask for a [letter of recommendation](#) and complete this [form](#) to assist them in writing an excellent letter.

May

- Use [College Board](#) to narrow your list to 3-5 colleges. [Choosing a University](#).

Before Senior Year

- ✓ Participate in [extracurricular activities](#).
- ✓ Register for the SAT or ACT (most universities want test scores by December 1st of your Senior Year)
- ✓ Make sure that you understand the components needed for the [College Application Process](#).
- ✓ Make a schedule to [tour schools](#). Take a [virtual tour](#).

Senior Year

August

- Visit your prospective 3-5 universities' websites. **Research deadlines for applications and scholarships and mark these dates on your calendar.**
- Determine if you qualify for scholarships based your current SAT/ACT scores. Decide if you need to take SAT/ACT again. Research other [Scholarships and Financial Aid Information](#) and check out these [potential scholarships](#).

September

[The College Application Process](#)

- Common App is great at [organizing your application](#) dates.
- Find out if your university of interest uses [Common App](#) or [another program](#). If you are using Common App, make sure to add your [Guidance Counselor's information](#) to your Common App.
- Work on Applications. Here you will find the [Ranking information](#) you will need.
- [Essay](#): Review prompts, choose one or two and brainstorm ideas, write rough draft.
- View tips for [Letters of recommendation](#)
- [Request transcripts](#) to send to prospective colleges.

October

- Proofread and finalize your [essay](#) for the application.
- Verify that you have at least 1 [letter of recommendation](#). Send your letter writer a thank you card.

November

- Begin Financial Aid
 - Gather [Documents](#)
 - [FAFSA](#)
 - [Scholarship and Financial Aid Information](#)
 - [Potential Scholarships](#)

December

- Many scholarship/application deadlines are December 1st. **Be sure to check your deadlines!**
- If you are taking AP classes, decide if you will take the [AP exam](#).

January/February

- Send Mid-Year Reports to Universities

April

- Review Acceptance Letters and send a copy to: jjorgensen@highlandsinternational.org
- [Compare](#) Schools
- Make your [final decision](#) and pay the deposit.

May

- Notify schools you have chosen not to attend that you have chosen a different university.

June

- Request a [transcript](#) for the college that you will attend in the Fall.

July

- Rest and Relax before college starts!

Additional Resources:

[Choosing a College](#) Things to Consider, College 101, Finding your Fit, Campus Life, Academic Life, Compare Colleges, Making a Decision, etc.

[Applying 101](#) Where to begin, early decision, early action, counselor's role, frequently asked questions, etc.

[Facilitating the Application Process](#) Once you have selected which colleges to apply to, you have to do the actual applying. Use this guide to help you through the process, step by step.