




Student Name: _____

 Check Completed	<h2 style="text-align: center;">Applying to College Checklist</h2>
	Email - Create/use personal email for college applications and check regularly. Do NOT use OPUSD email
	Naviance - Change email to personal email in Naviance - under "About Me" then "My Account" tab
	Create Common App Account or rollover to current 2022-2023 application (if using Common App)
	FERPA - sign the FERPA waiver in Common App before matching with Naviance
	Match Common App Account to Naviance - enter <u>Common App email</u> and <u>Date of Birth</u>
	Naviance - Move " <i>Colleges I'm Thinking About</i> " to " <i>Colleges I'm Applying To</i> "
	Naviance - Select college application deadlines for each college
	Naviance - Select correct application type in Naviance for each college
	Teacher Recommendations - Politely ask teacher(s) for a letter of recommendation in person (check each college's admission website to see if needed - <i>NOT needed for UC/CSUs</i>)
	Teacher Recommendations - Once your teacher has agreed, invite teacher recommenders through Naviance for selected colleges. Complete Teacher Recommendation Survey (if requested by teacher)
	Counselor Recommendation - Complete Counselor Questionnaire in Naviance and request counselor letter of recommendation during counselor meeting.
	Parent Questionnaire - Ask Parent to complete Parent Questionnaire (use student Naviance log in)
	Resume - complete Naviance resume and save a copy (print/export resume) or upload a PDF to the "Journal" section of Naviance
	Waiver Agreement - Complete and upload waiver agreement in Naviance
	Test Scores - If taken, input SAT/ACT test scores into Naviance, and request score report(s) to be sent from College Board or ACT directly to college, if your college(s) require them or if you decide to submit scores to test-optional colleges. Note: UC/CSUs are test-free and will not accept test scores
	Schedule Counselor Meeting - Visit counseling department website to sign up. <u><i>All tasks above must be completed before the meeting.</i></u>
	Order Transcript - Follow instructions by clicking on the "Transcript Order" link on the main OPHS website
	FAFSA/CA Dream Act Application/Financial Aid - FAFSA/CA Dream Act Application opens Oct. 1st. Complete for need-based aid consideration
	CSS Profile/Financial Aid - Check with colleges if needed for merit/need-based financial aid
	Scholarships - Look for scholarships offered at each college website; and check Naviance and College/Career Center website for list of scholarships and scholarship search links
	Thank you's - Thank those who helped you, especially those writing recommendation letters