



Checklist for Applying to a 4 year College

OHS School
Code:
480835

Review the college applications requirements at each college. Search for the “admissions” page for colleges on the web or visit the Career Center for assistance.

Complete your applications. Visit each college’s website for their process. Note deadlines!

Send ONLY what they request and NOTHING MORE or it may work against you!

IF a Teacher recommendation is needed:

- Speak to that teacher two-three (2-3) weeks in advance and provide them your resume (and a letter of request – optional but highly recommended).
- **Send a THANK YOU** to anyone who has written you a recommendation. They have spent a lot of their personal time to create this letter, show your appreciation.

IF a Counselor recommendation OR a “Secondary School Report” is needed:

- Complete the *Letter of Recommendation Request Form* available in the Counseling Center or on the OHS webpage (Green Sheet)
- **Email** the completed form as a WORD document to your counselor at least two to three (2-3) weeks before any deadlines.
- **Send a THANK YOU** to anyone who has written you a recommendation. They have spent a lot of their personal time to create this letter, show your appreciation.

Pay your application fee or call college Admissions Office for a possible fee waiver.

IF an Official Transcript is needed: 48 hour turn around time. Most colleges will want transcripts through 11th grade to start the review process. Pay \$5 at the ASB office and fill out a request slip & follow instructions (BLUE FORM or PINK if applying through COMMON APP) in the Career Center with Ms. Dale for up to 10 printed transcripts. *Transcripts for scholarships are FREE!*

Send SAT/ACT scores (4 year schools). If you did not include all your colleges when you registered for the SAT/ACT, you may request that those colleges be added to the list by logging into your SAT/ACT account.

www.FAFSA.ed.gov

Financial Aid:

- **Complete the Free Application for Federal Student Aid (FAFSA)** process on or shortly after October 1st. Many Scholarships will need this info.
- **Scholarship Applications:**
 - **Search for Scholarships** at your selected colleges EASRLY!
 - **Visit the Career Center at OHS for MANY other options!**
- **Sign and return your Award Letter.** In Spring the colleges will send you a letter stating the final “cost” for attending their college. You need to sign this!

Accept the College of your choice. May 1st is **National Commitment Day!** Accept your college by this day unless you are making other arrangements.

Request Final Transcripts. In June Seniors complete an Exit Form, which will include where you want your final transcripts sent. Put down your final college choice.