



MILFORD HIGH SCHOOL SCHOOL COUNSELING DEPARTMENT

COLLEGE APPLICATION PROCESS

CHECKLIST

- **SAT/ACT - Sign up! Send Scores.**
 - You can submit college application and then send scores when available.
 - **Visit Colleges** - Go! Sign up! For far away colleges take virtual tours.
 - **'Colleges I'm Applying to' List - Add Colleges to Naviance.**
 - Indicate Early Action , Regular Decision, EARLY DECISION IS BINDING.
 - **Complete and Submit FAFSA** as soon as possible after 10/01.
 - **Complete Common Application** (www.commonapp.org)
 - Request Teacher Letters in person first then through Naviance.
 - Give thank you card for them taking personal time to do this.
 - Essay - Have counselor or teacher review/edit.
 - Match Common Application with Naviance - FERPA waiver.
 - **Submit College Application before College Deadline!**
 - **Request Official Transcript through Naviance.** Please allow 10 business days for this request to be processed. Check payable to Town of Milford to Mrs. Cedrone.
 - **Letter of Recommendation Survey - Naviance** - Email counselor when complete. We do not write letter until you notify me it is complete.
 - **Send official SAT/ACT scores** through respective websites!
 - **Update decisions in Naviance.**
 - **Complete "Graduation Survey" & Set attending College** - Naviance for final transcript.
 - **Questions? Help? Email your counselor!**
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