THE COALITION APPLICATION: Application Guide
https://www.coalitionforcollegeaccess.org/

Home: Your Dashboard
- Set up contacts
- Check your college list/track progress towards completion
- Quick access to key parts of the application

Profile: Information about yourself

Personal Information
- Use your full legal name
- Social Security number if you have one, if not use 999-99-9999

Contact Information
- Permanent address, Mailing address

Demographic Information
- Ethnicity
- Languages you speak

High School Information
- Any HS you've attended
- Graduation date
- GPA
- Class Rank
- Counselor
- CBO (community based organization)

9th-11th Grade Coursework
- Not all colleges will require you to self-report – CHECK
- 12th grade coursework – classes you are enrolled in

SAT/ACT
- Self-report your best scores
- Remember to update this once you've completed all testing
- Need to send official scores through College board or ACT

Subject Tests
- Self-report your best scores
- If self-reporting AP scores, reports scores of 4 or 5

English Proficiency
- Report TOEFL score

Financial Aid
- Need-based financial aid
- Application fee waiver

Honors & Distinctions
- Honor roll, department prizes, etc… List up to 5

Academic Interests
- Choose up to 3 areas of interest & list your level of interest on a scale of 1-5, 1 being very interested

Extracurricular Activities
- Clubs
- Fine and performing arts
- Student government
- Religious organizations
- Sports
- Jobs
- Internships
- Volunteer work
- Research positions
- Family responsibilities
- Summer activities

Give yourself credit for all you have done since freshman year.
List activities in order of importance to you, most important at top.

Locker: Stores images, documents, and projects
- Photos, video's, documents to be included in your application
- You must share the locker with a college/university for them to view it
- Manage your official documents
- Add contacts by clicking "home" at top of page, then select "contacts"

College Tab: Research and select your top colleges
- Add colleges – "colleges" tab in right hand corner
  Include all the schools in your "colleges I'm applying to list".
- Start application, I'm a freshman
- Profile section – list all the information from your Profile section that you want shared with the college
- Term – when you will start
  If you choose to apply Early Decision, download the ED agreement, fill it out, sign it along with your counselor and parent, and upload it
- Official Documents
  Transcripts and Recommenders – choose the boxes that indicates your Grades and recommendations will be sent separately
- Application Questions – writing supplements may differ for each school
  Submit your Coalition Essay in the individual college's application
  Upload your essay from your device or locker, make sure it is formatted exactly how you would like it to be viewed
- Each school will ask their own questions about disincline

HAVE SOMEONE LOOK OVER YOUR APPLICATION BEFORE YOU HIT SUBMIT

Application Checklist:

- College List – finalize list
- Application requirements and Deadlines – be sure you have all requirements and adhere to the deadlines
- Official Documents and Recommendations – asap
- Completeness and Accuracy – check to be sure your application is ready, have someone else look it over
- Locker – check the items located there, be sure to send the ones you want to the school you want to receive them
- Start – click the button next to the school's name in your college list, or the school's landing page and click the "start application" button, follow the directions………….
- Have someone else look over your application before you hit submit

AFTER YOUR APPLICATION HAS BEEN SUBMITTED:

Check your email: Frequently

- You should receive an email confirming your application was received
- Emails from universities will include important information
  *how to create an account on their website
  *how to check the status of your application

Check the University Website: Important Information

- Create an account on the university website
- Check that portal frequently for the status of your application
  *Information on what else you may need to complete will be there
  *How to create or link your SSAR (if one is needed)