

## Senior University-Bound Checklist

- \_\_\_ 1. Create an appropriate e-mail account for college.
- \_\_\_ 2. Review your social media image, i.e. Instagram, Snap Chat, TikTok, etc. & settings. Purge all images & posts that are “questionable.” When in doubt, delete.
- \_\_\_ 3. Take both the SAT & ACT to see which test is the better fit for you. Study. Retake it. Study. Retake it one more time if needed. Register for each test online.  
SAT: [www.collegeboard.com](http://www.collegeboard.com)      ACT: [www.actstudent.org](http://www.actstudent.org)  
Develop a study plan for improving your score and prepare for retakes. Free practice materials are available on the internet.  
**IMPORTANT:** Consider university priority deadlines when scheduling retakes to ensure optimal scholarship opportunities. Test scores should be finalized by November 1<sup>st</sup>; this date is a priority deadline for many universities.
- \_\_\_ 4. Review your academic history in SIS to ensure it is accurate. Email your counselor if errors are found.
- \_\_\_ 5. Create your college resume that includes leadership and extracurricular engagement (both in school and out of school), along with community service, honors & awards, and work experience (only if currently have a job). Make a plan now to enhance your resume. Are you in an organization where you can seek a leadership role? Can you seek to be a captain or co-captain of your athletic team? Can you lead a community service effort?  
**IMPORTANT:** Keep your resume to ONE page. List only those activities/roles that are most important to you, those things which showcase and highlight your major accomplishments.  
**TURN IN ANY OUTSTANDING COMMUNITY SERVICE HOURS!**
- \_\_\_ 6. Start your university search & identify a couple of “safe” schools, “target” schools, and “reach” schools. Become familiar with the admission requirements by visiting the school’s admission page. Follow those schools on Facebook, Instagram, and Twitter.  
**IMPORTANT:** If you are applying to top universities, show interest in the school. Reach out to the admissions counselor, schedule a campus or virtual visit, attend an open house event, request a Google meet to learn more about the school. Take advantage of all the ways the schools enable you to learn more about their programs.
- \_\_\_ 7. Find out how each university prefers that you apply. Most schools now accept Common Application, but some prefer their own application. Only apply ONE time. You can create an account at [www.commonapp.org](http://www.commonapp.org) or Google to find out how best to apply.  
**Letters of Recommendation** – Many schools, including Florida’s public universities, do not require letters of recommendation. However, if you do need a letter, discuss the need for the letter with your recommending teacher BEFORE “officially” inviting them through C.A.  
**ESSAYS:** If the universities on your list require supplemental essays, become familiar with the essay prompts and draft them over the summer. You can find these topics on the school’s admission page or any number of websites like [www.collegeessayadvisors.com](http://www.collegeessayadvisors.com).
- \_\_\_ 8. Transcripts: Be aware that the SSAR – Self-Reported Student Academic Record is required for the following FL universities: UF, FSU, UNF, FAMU, FAU, FL POLY, UWF, FIU & New College, you will complete your SSAR at [www.ssar.selfreportedtranscript.com](http://www.ssar.selfreportedtranscript.com). Once submitted, you will receive a SSAR link that can be provided to each school so that they can retrieve your transcript.

UCF uses a self-reporting system call SPARK. Once you submit your application through Common Application or through the UCF application portal, UCF will email you a link to complete your academic self-report through SPARK.

**IMPORTANT:** If you have applied to the university using C.A., your counselor will upload your transcript to the CA portal; you DO NOT need to send a transcript.

If you apply through the university's application on their website, you will need to request an official transcript to be sent by completing the transcript request form on College and More.

- \_\_\_ 9. Send your official test scores AFTER you have completed and submitted your application. UF & FSU allow applicants to self report their scores through the SSAR. All other schools, public and private, require official test scores unless the university is test optional.
- \_\_\_ 10. Secure Financial Aid. Applications for Bright Futures Scholarship & Florida's other aid and the Free Application for Federal Student Aid (FAFSA) open October 1.
- \_\_\_ 11. Starting in September - Local scholarships are posted on JHS's website. Go to students/parents to counseling/guidance to "Scholarship Bulletin" on the left. Scholarships are updated weekly.

**FINALLY** - Plan for an eventful summer! Universities like to see that applicants engaged in summer enrichment.

Here are some ideas:

- a. Take a dual-enrollment course or two
- b. Find/apply for an internship in an intended field of study
- c. Get involved in a community service project
- d. Job shadow to gain a better understanding of a potential future career
- e. Work; get a summer job.