Application Checklist

Make sure you are meeting all of the requirements in applying to college:

✓ Decide on at least four schools you want to apply to: 2 match schools, 1 safety school, and 1 reach school (see page 11 to learn how to use fee waivers to cover the cost of college applications).
✓ Make a note of all application deadlines, including priority scholarship deadlines.
✓ Send requests for your high school transcripts, midterm grade report, and standardized test scores (ACT/SAT/PERT) to be sent to each school. Talk to your school counselor for help.
✓ Request recommendation letters from teachers or counselors.
✓ Write your personal essay and have someone proofread it.
✓ Submit your Free Application for Federal Student Aid (FAFSA).
✓ Fill out the online college application.
✓ Print out the confirmation page or take a picture of it.
✓ Pay the application fee or send the fee waiver. Remember that your application is not considered complete until your application fee is paid or your fee waiver is received.
✓ If you do not hear from the college in 2-3 weeks, contact the admissions office to ensure your materials were received.

Application Worksheet

There is a lot of information you will need to complete your college application.

To make sure you have everything you need for applying, use the Application Worksheet in the back of this guide.

You may need help from your school counselor or parents to answer all the questions on this sheet.

Letters of Recommendation

A good letter of recommendation can help highlight strengths that are not reflected on the rest of your application. To get a good letter, follow these tips:

❖ Request letters of recommendation from teachers or counselors you have a good relationship with.
❖ Request the letter at the beginning of the school year to give your recommender plenty of time to write it.
❖ Write thank-you notes for each recommender!
**Application Fee Waivers**

Most colleges have an application fee of $30-$50. If you qualify for free or reduced-price lunch, you may be eligible for an application fee waiver to complete your college application. If you are not sure whether you qualify, speak with your school counselor.

**ACT College Application Fee Waivers**

*Eligibility:* Students who used a fee waiver to take the ACT exam.

*Access:* School counselors should print the necessary number of fee waivers and sign off on student eligibility. Students must also sign the form. [Download the fee waiver here](#).

**SAT College Application Fee Waivers**

*Eligibility:* Students who used a fee waiver to take the SAT or SAT subject test.

*Access:* Students can access the fee waivers directly through their online College Board Account. Students may use up to four fee waivers. Counselor approval is not required. [Find more information here](#).

**National Association of College Admissions Counselors (NACAC) College Application Fee Waivers**

*Eligibility:* Students are eligible for up to four fee waivers if they meet at least one of these criteria:

- The student used a fee waiver to take the SAT or ACT
- The student is enrolled in a free or reduced-price lunch program
- The student is enrolled in a program for low-income students (TRIO, Upward Bound)
- The student’s family qualifies for public assistance
- The student is a ward of the state
- Other special circumstances outlined by the school counselor

*Access:* School counselors must print the form and sign off on student eligibility. [Download the form here](#).

**COVID-19 Update!**

"Due to the COVID-19 disruption, students or counselors can submit the waivers directly to the institution if obtaining both signatures is a hardship. Simply note that obtaining the second signature constitutes a hardship, and send the form directly to the admission office."

*NACAC, 2020*

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**Don’t Forget!**

- The school will NOT consider your application complete until they receive your fee waiver.
- If you are not using a fee waiver, you will need a credit card to pay the application fee, or can send a payment with cashier’s check or money order.
# Fee Waivers by School

<table>
<thead>
<tr>
<th>School Name</th>
<th>Waivers Accepted</th>
<th>How to Use the Waiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Atlantic University (FAU)</td>
<td>ACT, SAT, NACAC</td>
<td>Students should submit the application without payment, then submit their fee waiver with their FAU “Z” number included (from the application) either by email to <a href="mailto:admissions@fau.edu">admissions@fau.edu</a>, or fax to 561-297-2758.</td>
</tr>
<tr>
<td>Florida A&amp;M University (FAMU)</td>
<td>ACT, SAT, NACAC</td>
<td>Apply online using the application for FL Fee Waiver applicants. Attach the fee waiver prior to submission.</td>
</tr>
<tr>
<td>Florida Gulf Coast University (FGCU)</td>
<td>ACT, SAT, NACAC</td>
<td>Complete online application and answer question about application fee waivers. If you indicate that you qualify for a fee waiver, send the application fee waiver form to Undergraduate Admissions by email to <a href="mailto:undergrad@fgcu.edu">undergrad@fgcu.edu</a>, or mail to: Florida Gulf Coast University Office of Undergraduate Admissions 10501 FGCU Blvd. S. Fort Myers, FL 33965-6565</td>
</tr>
<tr>
<td>Florida International University (FIU)</td>
<td>ACT, SAT</td>
<td>Upon reaching payment page, select “pay by check” option. Upload your waiver to your student portal on MyFIU or send it directly to your admissions counselor (check FIU’s website).</td>
</tr>
<tr>
<td>Florida Polytechnic University</td>
<td>ACT, SAT</td>
<td>On the payment page, select the “pay by fee” waiver option. Submit the ACT or SAT fee waiver to <a href="mailto:admissions@floridapoly.edu">admissions@floridapoly.edu</a>.</td>
</tr>
<tr>
<td>Florida State University (FSU)</td>
<td>ACT, SAT, NACAC</td>
<td>Submit part 1 of application. In part 2 of application, upload a copy of your signed fee waiver. The waiver may also be faxed to 850-644-0197, emailed to <a href="mailto:admissions@fsu.edu">admissions@fsu.edu</a>, or mailed to: FSU Admissions PO Box 3062400 Tallahassee, FL 32306</td>
</tr>
<tr>
<td>New College of Florida</td>
<td>No application fee</td>
<td>---</td>
</tr>
</tbody>
</table>
## Fee Waivers by School (Cont.)

<table>
<thead>
<tr>
<th>School Name</th>
<th>Waivers Accepted</th>
<th>How to Use the Waiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Florida (UF)</td>
<td>ACT, SAT</td>
<td>On the payment screen, select the “mail payment” option. Mail the fee waiver to the address on the application screen.</td>
</tr>
<tr>
<td>University of Central Florida (UCF)</td>
<td>ACT, SAT, NACAC</td>
<td>Submit application without payment. Submit a written request and fee waiver via email to <a href="mailto:myapplicationdocs@ucf.edu">myapplicationdocs@ucf.edu</a>, or mail to: Office of Undergraduate Admissions P.O. Box 16011 Orlando, FL 32816-0111 Please include your name and date of birth with any email requests. If a Social Security Number (SSN) appears on the waiver request, please black out all but the last four digits for security purposes. If using the Common App, submit the fee waiver through the Common App website.</td>
</tr>
<tr>
<td>University of North Florida (UNF)</td>
<td>ACT, SAT</td>
<td>Submit your application without payment. The waiver can be faxed to 904-620-2414, emailed to <a href="mailto:admissions@unf.edu">admissions@unf.edu</a>, or mailed to: 1 UNF Drive Jacksonville, FL 32224.</td>
</tr>
<tr>
<td>University of South Florida (USF)</td>
<td>ACT, SAT, NACAC</td>
<td>Submit application without payment. Mail fee waiver to address listed on application screen, email to <a href="mailto:admissions@usf.edu">admissions@usf.edu</a>, or fax to 813-974-9689.</td>
</tr>
<tr>
<td>University of West Florida (UWF)</td>
<td>ACT, SAT, NACAC</td>
<td>Select mail in payment option. Then send waivers to UWF via email, or regular mail, or drop it off in person. Email: <a href="mailto:admissions@uwf.edu">admissions@uwf.edu</a></td>
</tr>
</tbody>
</table>

Mail to:
UWF Undergraduate Admissions
11000 University Pkwy.
Bldg. 18
Pensacola, FL 32514
## Application Deadlines

<table>
<thead>
<tr>
<th>School Name</th>
<th>General Deadline</th>
<th>Priority Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Atlantic University (FAU)</td>
<td>April 15; rolling admission basis</td>
<td>February 15 (priority admission deadline) May 1 (early admission deadline)</td>
</tr>
<tr>
<td>Florida A&amp;M University (FAMU)</td>
<td>May 1</td>
<td>October 15 (university scholarship program consideration)</td>
</tr>
<tr>
<td>Florida Gulf Coast University (FGCU)</td>
<td>March 1</td>
<td>November 1</td>
</tr>
<tr>
<td>Florida International University (FIU)</td>
<td>April 1</td>
<td>December 1 (merit scholarship deadline)</td>
</tr>
<tr>
<td>Florida Polytechnic University</td>
<td>April 1; rolling admission basis</td>
<td>November 1</td>
</tr>
<tr>
<td>Florida State University (FSU)</td>
<td>March 1; rolling admission basis</td>
<td>November 1</td>
</tr>
<tr>
<td>New College of Florida</td>
<td>July 1</td>
<td>November 1 (early decision deadline) March 1 (priority admissions consideration)</td>
</tr>
<tr>
<td>University of Florida (UF)</td>
<td>March 1</td>
<td>November 1</td>
</tr>
<tr>
<td>University of Central Florida (UCF)</td>
<td>May 1</td>
<td>---</td>
</tr>
<tr>
<td>University of North Florida (UNF)</td>
<td>July 1; rolling admission basis</td>
<td>---</td>
</tr>
<tr>
<td>University of South Florida (USF)</td>
<td>March 1; rolling admission basis</td>
<td>November 1 (priority admission consideration) January 1 (priority financial aid deadline) January 15 (scholarship consideration deadline)</td>
</tr>
<tr>
<td>University of West Florida</td>
<td>July 1; rolling admission basis</td>
<td>December 1 (priority admission/scholarship deadline) December 15 (priority financial aid deadline)</td>
</tr>
</tbody>
</table>
College Application Worksheet

**PERSONAL INFORMATION**

Legal Name: ____________________________________________________________

Any Other Names Used: (for transcripts, etc.): ________________________________

Social Security Number: ___________________ Date of Birth: ___________________

Address: __________________________________________________________________

Are you a US citizen? ○ YES ○ NO

If you are not a citizen, do you hold a Visa? Are you applying for a Visa? What kind? __________

If you are a permanent resident, what is your alien registration number? ____________________

**If you are a permanent resident, you will need to send a photocopy of your alien registration card with your application.**

Gender: ○ M ○ F Race/Ethnicity: ____________________________

Are you currently serving in the U.S. Armed Forces? ○ YES ○ NO

Have you ever served in the U.S. Armed Forces? ○ YES ○ NO

Are you a spouse or child of a person currently serving, or who has served, in the U.S. Armed Forces? ○ YES ○ NO

**APPLICATION INFORMATION**

When do you plan to start (fall, spring, summer)? ______________

Planned Major: __________________________________________

**HIGH SCHOOL INFORMATION**

Name of School: __________________________________________________________________

City & State: ____________________________ School phone number: ______________________

Expected Graduation Date: ________________

**COLLEGE ENTRANCE EXAMS**

ACT  Date(s) Taken: ________________ Scores: ________________________________

SAT  Date(s) Taken: ________________ Scores: ________________________________

SAT Subject tests: Subject: __________ Date(s) Taken: __________ Scores: ________________________________
**Disciplinary Actions**

Are you currently or have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution? ☐ YES ☐ NO

Have you ever been charged with a violation of the law, misdemeanor and/or felony (even if adjudication was withheld) which resulted in, or, if still pending, could result in, probation, community service, restitution, a jail sentence or the revocation or suspension of your driver’s license (you are not required to include traffic violations which only resulted in a fine)? ☐ YES ☐ NO

If your answer to either of the above questions is yes, you must submit a full statement of relevant facts on a separate sheet, and may be required to supply the institution with copies of all official documents explaining the final disposition of the proceedings. Failure to answer the questions can delay an admissions decision.

If your records have been expunged pursuant to applicable law, you are not required to answer yes to these questions. If you are unsure whether to answer yes to either question, it is strongly suggested that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of an offer of admission.

**Extracurricular Activities**

Have you participated in any programs or activities to help you prepare for higher education (University Outreach, Talent Search, Upward Bound, Junior Achievement, 4-H, etc.)? List all programs that apply:

__________________________________________________________________________________________
__________________________________________________________________________________________

Extracurricular activities (sports, clubs, etc.): List each organization, position, description of the activity, and hours per week of involvement:

__________________________________________________________________________________________
__________________________________________________________________________________________

Awards and recognition: List each award/recognition, a description of the honor and the work you did to earn it, the level (e.g. first place), and the number of years you earned the distinction:

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Community service: List the organization(s), type of work, your role, and hours per week of involvement:

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Employment: List the job, your title, description, hours per week, and dates of employment:

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Talents: List other talents you have that were not recognized above (e.g. art, music, computer coding):

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
**CURRENT & EXPECTED COURSEWORK**

Courses you are currently enrolled in (FALL): ________________________________________________________________
______________________________________________________________________________________________

Courses you expect to complete before entering college (SPRING/SUMMER): ____________________________
____________________________________________________________________________________________________________

**FAMILY INFORMATION**

**Parent/Legal Guardian 1**

Name (First and Last):  ____________________________________________________________

Relationship: ___________________________    Highest Level of Education Completed: _____________________________

Mailing Address (if different from yours): ______________________________________________
____________________________________________________________________________________________________________

**Parent/Legal Guardian 2**

Name (First and Last):  ____________________________________________________________

Relationship: ___________________________    Highest Level of Education Completed: _____________________________

Mailing Address (if different from yours): ______________________________________________
____________________________________________________________________________________________________________

Are you living in a single-parent household?  ○ YES  ○ NO

How many people, including yourself, live in your household? (Include siblings attending college): ____

Please indicate your family’s gross income for the most recent tax year, including both taxed and untaxed income. ________________________________

Do you have family obligations that keep you from participating in extracurricular activities? Please describe. ________________________________