

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 exam 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

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

School Name	Waivers Accepted	How to Use the Waiver
Florida Atlantic University (FAU)	ACT, SAT, NACAC	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 admissions@fau.edu , or fax to 561-297-2758.
Florida A&M University (FAMU)	ACT, SAT, NACAC	Apply online using the application for FL Fee Waiver applicants. Attach the fee waiver prior to submission.
Florida Gulf Coast University (FGCU)	ACT, SAT, NACAC	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 undergrad@fgcu.edu , or mail to: Florida Gulf Coast University Office of Undergraduate Admissions 10501 FGCU Blvd. S. Fort Myers, FL 33965-6565
Florida International University (FIU)	ACT, SAT	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).
Florida Polytechnic University	ACT, SAT	On the payment page, select the "pay by fee" waiver option. Submit the ACT or SAT fee waiver to admissions@floridapoly.edu .
Florida State University (FSU)	ACT, SAT, NACAC	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 admissions@fsu.edu , or mailed to: FSU Admissions PO Box 3062400 Tallahassee, FL 32306
New College of Florida	No application fee	---

Fee Waivers by School (Cont.)

School Name	Waivers Accepted	How to Use the Waiver
University of Florida (UF)	ACT, SAT	On the payment screen, select the "mail payment" option. Mail the fee waiver to the address on the application screen.
University of Central Florida (UCF)	ACT, SAT, NACAC	Submit application without payment. Submit a written request and fee waiver via email to myapplicationdocs@ucf.edu , 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.
University of North Florida (UNF)	ACT, SAT	Submit your application without payment. The waiver can be faxed to 904-620-2414, emailed to admissions@unf.edu , or mailed to: 1 UNF Drive Jacksonville, FL 32224.
University of South Florida (USF)	ACT, SAT, NACAC	Submit application without payment. Mail fee waiver to address listed on application screen, email to admissions@usf.edu , or fax to 813-974-9689.
University of West Florida (UWF)	ACT, SAT, NACAC	Select mail in payment option. Then send waivers to UWF via email, or regular mail, or drop it off in person. Email: admissions@uwf.edu Mail to: UWF Undergraduate Admissions 11000 University Pkwy. Bldg. 18 Pensacola, FL 32514

Application Deadlines

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

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. _____