

✓ **College Application Checklist** ✓  
Garnet Valley High School Counseling Department

### Complete Applications

- = Narrow your list of colleges, and make note of application deadlines.
- = Start a [Common App](#) account or a [Coalition](#) account. *NOTE: not all schools accept the Common App and/or Coalition. Check individual college websites.* Here are some FAQs:
  - Unofficial transcripts are available in student Alma accounts. Choose “Download PDF” to view the version that colleges will see.
  - GVHS does *not* rank.
  - Size of senior class: 418
  - Middle school grades do not need to be reported.
  - All courses should be reported as YEAR (so that it allows you to enter the ONE final grade on your transcript).
- = Start any applications that are not on the Common App or Coalition. Use the school’s individual website to apply.
- = Complete and submit essays and any supplemental components to the application.
- = Submit all applications and pay application fees.
- = Submit [FAFSA](#) after October 1st.

### Update SCOIR

- = [Click here](#) for helpful introduction videos and a link to access SCOIR.
- = Manage Applications:
  - Select **MY COLLEGES**. Add colleges under the “**Applying**” column as you’re working on applications.
  - Once you move a school to the “**Applied**” column, SCOIR will notify your counselor that you have an application that needs attention. *NOTE: Counselors will not begin sending materials until you’ve applied. Counselors will need 2 weeks to process your documents.*
- = Manage Letters of Recommendation:
  - Request letters of recommendation from your teachers and counselor. Select **MY COLLEGES > RECOMMENDATIONS AND FEE WAIVERS > REQUEST A RECOMMENDATION**.
  - After requesting a letter of recommendation from your counselor, you must complete the 4 question survey in SCOIR. Select **PROFILE PICTURE > SURVEYS > LETTER OF RECOMMENDATION QUESTIONNAIRE**.

### Send Test Scores

- = Some colleges will allow you to self-report your ACT or SAT scores. And some schools may be “test optional.” Please check the admissions website of your prospective schools for more information.
- = If your school requires an official score report, you must have your scores sent directly from your [College Board](#) or [ACT](#) account. A fee is required with this step. *NOTE: Counselors cannot send official scores.*