**12th Grade Planning**

**FALL**

1. **Narrow your list of colleges to between five and 10.** Meet with a counselor about your college choices, [**Plan to visit**](https://bigfuture.collegeboard.org/find-colleges/campus-visit-guide/campus-visit-checklist) as many of these colleges as possible.
2. **Create a master list or calendar that includes:**
   1. Tests you’ll take and their fees, dates, and registration deadlines
   2. College application due dates,
   3. Required financial aid application forms and their deadlines (aid applications may be due before college applications)
   4. Other materials you’ll need (recommendations, transcripts, etc.)
   5. Your high school’s application processing deadlines
3. **Ask a counselor** to help you request a fee waiver if you can’t afford application or test fees.
4. [**Take the SAT/ACT one more time**](https://collegereadiness.collegeboard.org/sat/register/online-registration-help): Many seniors retake the SAT in the fall.
5. **Be sure** to have your SAT/ACT scores sent to the colleges you’re applying to.
6. [**Complete the Free Application for Federal Student Aid (FAFSA)**](https://bigfuture.collegeboard.org/pay-for-college/financial-aid-101/how-to-complete-the-fafsa). It is available starting in October.
7. [**Complete the CSS/Financial Aid PROFILE**](https://bigfuture.collegeboard.org/pay-for-college/financial-aid-101/how-to-complete-the-css-financial-aid-profile): PROFILE is an online application used by certain colleges and scholarship programs to determine eligibility for their aid dollars.
8. **Prepare** [**early decision/early action or rolling admission applications**](https://bigfuture.collegeboard.org/get-in/applying-101/early-decision-and-early-action-calendar) as soon as possible. Colleges may require test scores and applications between Nov. 1 and Nov. 15 for early decision

admission. Some top 10 schools require the Common App. It’s just like a school application but it more general and some schools get information from the App.

1. [**Ask a counselor or teacher for recommendations**](https://bigfuture.collegeboard.org/get-in/your-high-school-record/how-to-get-a-great-letter-of-recommendation) if you need them. Give each teacher or counselor an outline of your academic record and your extracurricular activities. For each recommendation, provide a stamped, addressed envelope and any college forms required.
2. **Write first drafts** and ask teachers and others to read them if you’re submitting essays. If

you’re applying for early decision, finish the essays for that application now.

1. **Complete** at least one college application by Thanksgiving.
2. **Ask counselors** to send your transcripts to colleges. Use the method counselors require (electronic request/ paper request). Give counselors the proper forms at least two weeks before the colleges require them.
3. Scholarship Websites:
   1. <https://www.fastweb.com/>
   2. <https://bigfuture.collegeboard.org/scholarship-search>
   3. <https://www.scholarships.com/>
   4. <https://www.cappex.com/>
   5. **There are also local scholarship opportunities**
4. Other resources to look for scholarships include:
   1. Local scholarships
   2. Sororities and fraternities
   3. Churches
   4. Parent’s companies
   5. Network with other people to find more opportunities
5. **Remember to ask your parents before you include personal information about yourself.**

**Don’t give up! This is free money for your education so you will have to put in the time.**

**WINTER**

1. **Keep photocopies** as you finish and send your applications and essays.
2. **Have your high school send a transcript** — it is sent separately by mail to colleges if you apply online to colleges.
3. **Give the correct form to your counselor** if the college wants to see second-semester grades.

**SPRING**

1. **Keep active in school.**
2. **Visit your final college before accepting.** You should receive acceptance letters and financial aid offers by mid-April. Notify your counselor of your choice.
3. **Inform every college** of your acceptance or rejection of the offer of admission and/or financial aid by May 1. Colleges cannot require your deposit or your commitment to attend before May 1.
4. **Send your deposit** to one college only.
5. [**Take any AP® Exams**](https://apstudent.collegeboard.org/takingtheexam)**.** Show what you’ve learned in your AP classes. A successful score could even earn you credit, advanced placement, or both in college.
6. **Work with a counselor** to resolve any admission or financial aid problems.
7. **Ask your high school** to send a final transcript to your college.
8. [**Review your financial aid awards**](https://bigfuture.collegeboard.org/pay-for-college/financial-aid-awards/your-financial-aid-award-explained)**:** Not all financial aid awards are the same, so it’s important to choose the aid package that’s best for you and your family.