

Down to the Wire: Last Minute Tasks & Tips for Early Action College Deadlines

See your School Counselor and/or IKIC Advisor with Any Questions.

Immediately:

- Send ACT/SAT scores to colleges that require receiving scores directly from testing agency
- Make sure each application is recorded correctly in Naviance (especially deadlines)
- Give your Recommenders anything they need for your Letters of Rec (i.e. information forms, resumes, etc.), remind them of Deadlines, and make sure you requested Letters of Rec correctly on Naviance. Give your School Counselor any info they need for Counselor Evaluations (i.e. Parent Brag Sheets, Counselor Evaluation Information Forms, resumes). You do not need to enter Counselor Eval requests on Naviance
- Double check you completed any steps for special programs you are applying for. Some of this information is only available on the college's website (i.e. Honors, Engineering, Fine Arts, etc.)

1-2 Weeks Before the Deadline:

- Proofread all your Essays (have 3 adults proofread them too!) for your application. Make edits as you receive feedback, save often and don't add your essays to your application until you are sure you are done making changes. Make sure you submit the right essay to the right college and the right prompt
- Double check all fields on your application. Questions? Now is the time to ask
- Make plans for Application Fee Payments (3 options):
 1. Paid by I Know I Can: IKIC will pay for 3 application fees for each student, talk to Mrs. Uniacke in advance because he will likely need to sit with you while you submit your application
 2. Fee Waiver: If you used a Fee Waiver for the ACT/SAT, you may qualify for application fee waivers at certain colleges, let Mrs. Uniacke and your School Counselor know ASAP if you need one.
 3. Self-Pay: Make sure you budget for your application fees that aren't covered under the other two options!

1 Week Before the Deadline through Submitted Application:

- Re-read and double check that all parts of your application are completed; have someone look at your application with you to make sure you didn't miss anything
- Check Naviance each day to monitor progress of sending materials to colleges (letters of rec, transcripts, and initial materials)
- Do NOT Wait until the last minute to click "Submit," you don't want to have any technical difficulties right before the deadline in case servers get overloaded!
- Update your applications in Naviance once you have completed the application (click, "have you applied?" to update the application status) and notify your counselor

Take a deep breath.

- Taking care of yourself is key to getting through times of high stress, like finishing off college applications. Make sure you are eating, sleeping, getting fresh air, and taking a second to have fun with friends. Talk to your School Counselor if you need any additional support