

# 10 Things Counselors Do to Help Students Apply to 4 or More Colleges



- 1 LEARN** as much as possible about the colleges students most often apply to. Talk with college representatives, study the college catalogs, observe the admission process, and take campus tours.
- 2 KNOW COURSE WORK** requirements for state institutions and other colleges students frequently apply to. Ensure that students also know what they are.
- 3 KNOW WHERE** to find specific test requirements for any particular college, and advise students accordingly for the colleges they are considering. Encourage all potential college-bound students to take the appropriate admission test.
- 4 BE FAMILIAR** with the application process (forms, related materials, and other requirements) of the colleges that are popular with students.
- 5 ESTABLISH PROCEDURES** to ensure that students provide the information in time for you to meet the college application submission deadline.
- 6 COMMUNICATE OFTEN** with students and, if possible, with parents through newsletters, the school website, emails, and parent nights.
- 7 EMPHASIZE** to students that the first step in researching colleges is to examine their own interests, goals, and plans for the future.
- 8 DISTRIBUTE** handouts and calendars that will help guide students along the college search; post handouts and deadlines on the school website.
- 9 PROVIDE** students with the tools for researching colleges:
  - Websites
  - Guidebooks
  - Lists of resources
- 10 CONDUCT** college fairs or participate in local fairs organized by other schools or organizations.

For more resources, visit  
[collegeboard.org/fcw4ormore](https://collegeboard.org/fcw4ormore)

**NOTE:** The numerical ranking of this list does not reflect the order of importance or the order in which these activities are performed.



**10 by 10:**  
10 months to apply to college and  
10 things counselors can do to help





# College Application Timeline

Want to know if you're on track in the college application process? This timeline shows you what you should be doing, and when.

## SEPTEMBER

- Create a list of 4–8 colleges.
- Create a master list or calendar with application fees and deadlines, test dates, and your school's application processing deadlines.
- Meet with your counselor, and download college applications and financial aid forms.
- Plan visits to these colleges.
- Talk to your counselor to see if you are eligible to receive fee waivers for applications and tests.
- Register for a college entrance exam, such as the SAT®.

## OCTOBER

- Finalize your college choices.
- Prepare early decision, early action, or rolling admission applications.
- Complete the CSS/Financial Aid PROFILE® if it is required by any of your selected colleges.
- Register for any tests that are required or recommended by the colleges on your list, such as SAT or SAT Subject Tests™.
- Take any necessary tests and have your score reports sent to colleges.

## NOVEMBER

- Be sure not to miss early decision application deadlines, many of which are in November.
- Complete your application essays. Be sure to proofread them for mistakes.
- Follow your school's procedure or ask your counselor and have transcripts sent to the colleges.
- Give your counselor the proper forms at least two weeks before colleges require them.
- Take any necessary tests and have your score reports sent to colleges.

## DECEMBER

- Go to [www.pin.ed.gov](http://www.pin.ed.gov) and get PINs for the FAFSA for both yourself and your parents.
- Take any necessary tests and have your score reports sent to colleges.

## JANUARY & FEBRUARY

- Submit your FAFSA.
- Encourage your parents or guardians to file income tax returns early. Some colleges want copies of your family's returns before finalizing financial aid offers.
- Take any necessary tests and have your score reports sent to colleges.

## MARCH & APRIL

- Stay active in school. If you are wait-listed, the college will want to know what you have accomplished since you applied.
- Expect to receive acceptance letters and financial aid offers by mid-April.
- If you haven't visited the college you've decided to attend, do so before accepting.
- Tell your counselor which college you'll be attending.
- If you have questions about housing, talk to your counselor or call the college.
- Prepare for any Advanced Placement Program® (AP®) Exams you plan to take.

## MAY & JUNE

- Inform all colleges to which you applied of your admission and financial aid decisions by May 1.
- Send a deposit to only one college.
- Work with your counselor to resolve any admission or financial aid problems.
- Ask your high school to send your final transcript to your chosen college.
- Take AP Exams that may earn you advanced placement, college credit, or both.

Visit [applyto4.org](http://applyto4.org) for FREE help with college applications!