

COLLEGE APPLICATION WEEK

COLLEGE APPLICATION CHECKLIST



Helping You Plan, Apply and
Pay for College



Carolinas Association of Collegiate
Registrars and Admissions Officers

NC COLLEGE APPLICATION WEEK

Before College Application Week

- ✓ **Create a *My CFNC* account at CFNC.org if you have not already done so.**
- ✓ **Update your *My CFNC* profile.**
 - Click on the blue tab, ***My CFNC – Your Profile***, to review and update the information in your student profile. *The Basics, Experiences, and Activities* fields completed in your profile will automatically populate the corresponding fields on your applications. Checking this information first will make your application process easier and quicker.
- ✓ **Explore postsecondary schools.**
 - Check out colleges and universities in the orange tab – ***Plan for College – Explore Postsecondary Schools***. The ***College Matching Assistant*** will help you choose postsecondary schools that best meet your needs based on a variety of different characteristics. Once you have chosen the options that correspond to your needs, a list of schools that match your criteria will be generated.
- ✓ **Save your favorite schools.**
 - When you are exploring schools, you can create a list of favorites by selecting ***Save to Your Profile*** on the left menu bar. This will maintain a link to those schools when you are logged into your ***My CFNC*** account.
- ✓ **Find out the application deadlines.**
 - While you are researching schools take note of their application deadlines. Some schools will not accept applications after a certain date, check each college's ***School Profile*** for details!
- ✓ **Identify application fees.**
 - Many colleges require an application fee when you submit an online application. You can find this information in the ***Admissions*** link of the ***School Profile*** as well as on the introduction page of the application. Unless you have a fee waiver from your school counselor, will have to enter a credit/debit card number on the application or mail a check once it is submitted. If you are eligible for the SAT fee waiver, then you are likely eligible for an application fee waiver. If you think you may be eligible for an application fee waiver, contact your school counselor.
- ✓ **Prepare admission essays and personal statements.**
 - Some schools may require an admissions essay or personal statement as part of your application. Details will be included in the application, such as word count requirements. Come prepared: bring your essays with you on an external storage/disc and a hard copy, so you can upload your essay file or copy/paste it during the online application session.
- ✓ **Read the introduction page on the online application.**
 - Take your time and read this information carefully. Every college has different requirements and instructions for applicants. This page will offer helpful hints to guide you through the process specific to each college and keep you informed every step of the way.

NC COLLEGE APPLICATION WEEK



College Application Checklist

Below is a list of information you will need in order to complete your online college application. It is best to go over these questions with a family member and write the answer to each question in the space provided. Some of this information can also be saved to your **My CFNC Profile** and will auto-populate into each application. Therefore, having your account updated and your completed *College Application Checklist* will help you to save time and keep track of the information needed to complete applications.

FULL NAME: _____

BACKGROUND & RESIDENCY INFORMATION	
1. Current mailing address and county of residence <i>If your mailing address is a Post Office Box, you will also need a physical street address.</i>	
2. Social Security Number (optional)	
3. Place of birth: City State Country	
4. Are you a U.S. citizen? (Yes/No)	
5. If you are not a U.S. citizen, enter your INS SEVIS, if you have one, as well as the following information (if applicable): Permanent Resident Number Visa type Non-immigrant visa number and expiration If you are an international student, have you taken the TOEFL (date and score)?	
6. Date you moved to North Carolina <i>This may be your date of birth.</i>	
7. Driver's license number and date issued	
8. Dates and locations of places you have lived outside of North Carolina in the past five years.	
Dates:	Location:

NC COLLEGE APPLICATION WEEK



Dates:

Location:

FAMILY INFORMATION

<p>9. Are you eligible for Veterans Affairs (VA) benefits?</p>	
<p>10. Are you active duty military or a military dependent? <i>If yes, include duty station and home of record.</i></p>	
<p>11. Are you a military dependent? <i>If yes, expiration date of military ID card and sponsor's duty station.</i></p>	
<p><i>Note: If you have a legal guardian, answer the questions in #12 for that person and fill in the following information requested on the right side.</i></p> <p>12. Place and date of guardian appointment: City and county State and county First designated next of kin/relationship Second designated next of kin/relationship</p>	
<p>13. Are your mother and father living? <i>(required)</i></p>	
<p>14. Parents' first, middle, and last names <i>(optional)</i></p>	
<p>15. Is your father a U.S. citizen? <i>If not, country of origin? (optional)</i></p>	
<p>16. Is your mother a U.S. citizen? <i>If not, country of origin? (optional)</i></p>	

NC COLLEGE APPLICATION WEEK



<p>17. Home address of mother and father, if different from yours <i>(optional)</i></p>	
<p>18. Dates your parents have been living at the home address <i>(optional)</i></p>	
<p>19. Mother's employment information <i>(optional)</i>:</p> <ul style="list-style-type: none"> Occupation Employer Address Dates employed Hours per week Work telephone 	
<p>20. Father's employment information <i>(optional)</i>:</p> <ul style="list-style-type: none"> Occupation Employer Address Dates employed Hours per week Work telephone 	
<p>21. Mother's educational background with college attended, if applicable <i>(optional)</i></p>	
<p>22. Father's educational background with college attended, if applicable <i>(optional)</i></p>	
<p>23. Parents' marital status <i>(optional)</i></p>	
<p>24. Custody status – please select. <i>If parents are separated or divorced (optional)</i></p> <ul style="list-style-type: none"> Joint custody – Mother and father Sole custody – Mother or father Other: 	
<p>25. Emergency Contact Information <i>(other than parent(s) or guardian)</i></p> <ul style="list-style-type: none"> Name Address Home phone Work phone 	

NC COLLEGE APPLICATION WEEK



Family physician Physician phone			
26. List any siblings by name and age with any colleges attended including dates.			
Name	Age	College	Dates
27. Names and relationship of any relatives who attended institutions to which you may apply.			
Name	Relationship	College	Dates

COLLEGE APPLICATION & MISCELLANEOUS INFORMATION	
28. To what other colleges have you applied or do you plan to apply?	
Name(s)	Location(s)
29. Intended program(s) or major(s)	
30. Name and address of church (if any)(<i>optional</i>)	

HIGH SCHOOL INFORMATION	
31. High school name Mailing address City	

NC COLLEGE APPLICATION WEEK



County State Country		
32. Date of entry		
33. Graduation date		
34. Course of study (i.e., college tech prep, etc.)		
35. School counselor name Phone number Fax number		
<i>Note: Be able to provide the information requested in #31 for other high schools you may have attended.</i>		
ACADEMIC INFORMATION		
36. List the courses you are taking during senior year. Please indicate any that are Honors, AP, or IB.		
Fall Semester	Spring Semester	
Other (Summer School, Online, etc.)		
37. List any college you have attended with address and dates or courses for which you expect to receive college credit and have received college credit.		
38. College Entrance Tests Dates and Scores		

NC COLLEGE APPLICATION WEEK



Test	Date	Score(s)
PSAT		
ACT		
SAT		
SAT Subject Test(s)		
COMPASS		
ACCUPLACER/CPT		
ASSET		
TOEFL		

EXTRACURRICULAR, HONORS, and EMPLOYMENT INFORMATION

<p>39. Extracurricular activities:</p> <p>List in order of importance with dates, positions held, honors, and awards.</p>	
<p>40. Academic honors/awards:</p> <p>List these with names and dates. (<i>e.g. National Honor Society, 2009</i> <i>Algebra II Award, 2008</i>)</p>	
<p>41. Employment information:</p> <p>List any jobs, internships, and volunteer positions with dates, places, hours per week, and a brief description of responsibilities.</p>	

NC COLLEGE APPLICATION WEEK



42. You may be asked to answer the following questions and to provide an explanation for any to which you respond "yes."

Have you been convicted of a crime?
 Have you entered a plea of guilty, a plea of no contest, a plea of *nolo contendere*, or an Alfred plea; or have you received a deferred prosecution or prayer for judgment continued for a crime?
 Have you otherwise accepted responsibility for the commission of a crime?
 Do you have any criminal charges pending against you?
 Have you ever been expelled, dismissed, suspended, placed on probation, or otherwise subject to any disciplinary sanction by any school, college, or university?
 If you have ever served in the military, did you receive any type of discharge other than an honorable discharge?

43. During any school year, have you been out of school for reasons other than routine vacations, disability-related reasons, or school-related activities?

44. Has it been 3 months or more since you graduated, or since you have been enrolled in school?