



# APPLY YOURSELF FLORIDA

*2023 Student Guide*



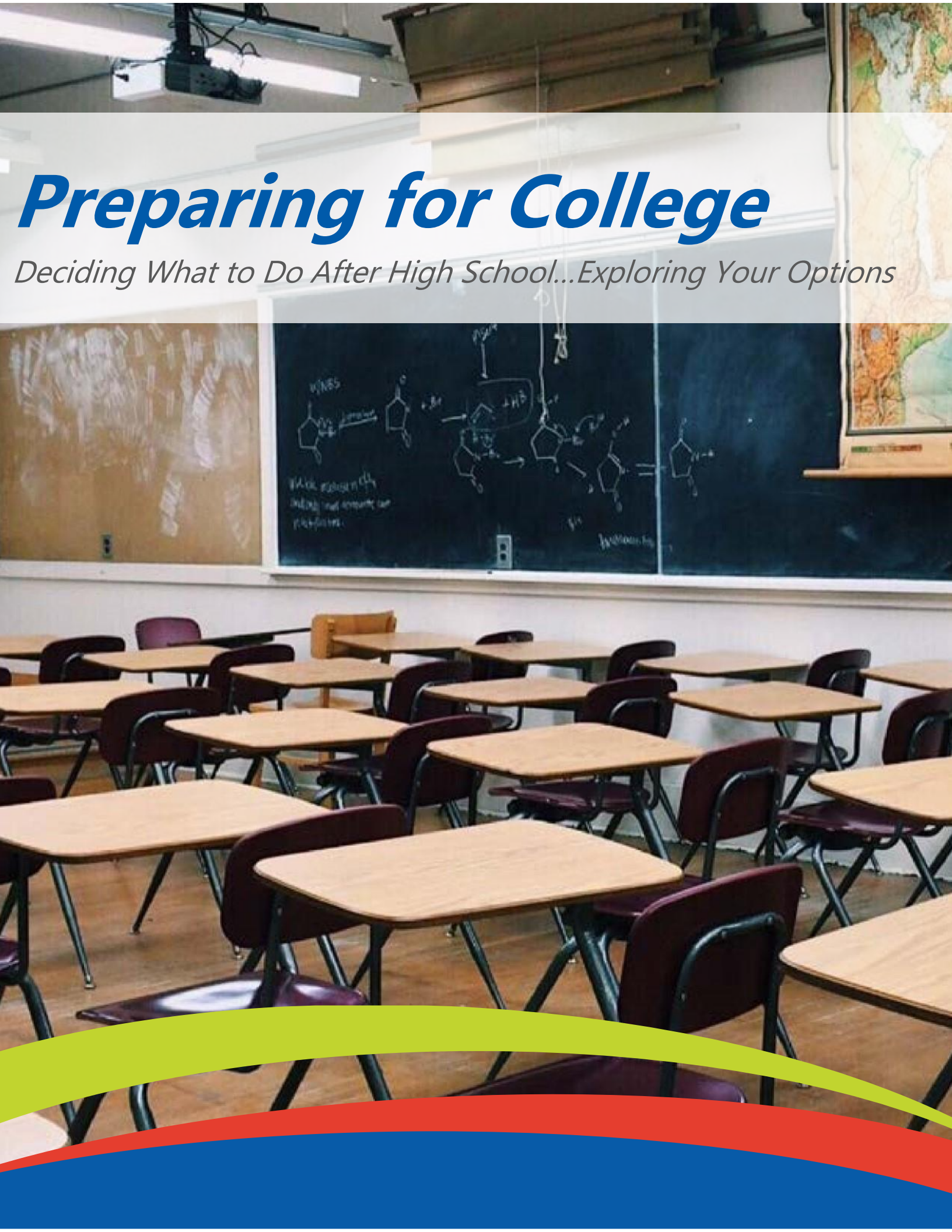
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## You're starting an exciting new journey!

Soon, you'll be graduating high school and moving on to the next stage of your life.

If you plan to continue your education, the first step of this journey is applying to college. This guide will help you choose colleges that are right for you, take steps to apply to college, and identify the next steps after you've applied.

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# *Preparing for College*

*Deciding What to Do After High School...Exploring Your Options*



# Choose Your Path!

There are three main paths you can take after high school, depending on your future goals—education, service, or work.

## EDUCATION

**Career and technical education (CTE)** programs help you learn skills to prepare for a specific career, such as paramedic, aircraft mechanics, digital design, veterinary assisting, culinary arts, etc. Local state colleges or technical colleges offer certificates for these types of jobs.

You can earn a **2-year associate degree**, which can help build a body of knowledge that can prepare you for a career or further education. Associate degrees in areas like healthcare or information technology/computer science can prepare you for work in specific fields.

In Florida, many **state colleges have formal 2+2 agreements** with local universities. These relationships give you the option to complete the first two years of your bachelor's degree at a state college and the second two years at a university. This can help families save money on a four-year degree.

You can complete a **4-year bachelor's degree** to prepare for work in fields like business, education, or engineering. You can also continue to **graduate school** for careers in medicine, law or other fields. As part of earning a bachelor's degree, you will build a broader body of knowledge that can offer more flexibility to change careers over time.

## SERVICE

Some students enlist in the **military**, where you can receive on-going training in specific jobs that can translate to civilian work. You will also have the option to return to school later using GI Bill benefits.

You may choose to do a **service program** that allows you to explore your interests. Organizations like AmeriCorps allow you to earn money for college through service. AmeriCorps members participate in service programs such as disaster cleanup, home building, and others.

## WORK

After high school, you have the option to start **working**. To increase your earning potential, consider exploring **apprenticeship programs**, which provide on-the-job training and education while earning a wage. You can also look into free training opportunities online or through a local library.

# College Exploration Resources

Use the following free resources to figure out what you might want to do after high school (and how you can pay for it!).

## **FloridaShines**

[FloridaShines](#) offers information to explore careers and the education you'll need be ready for those careers. You can also explore Florida colleges and universities to find a program of interest to you.

## **GetSchooled**

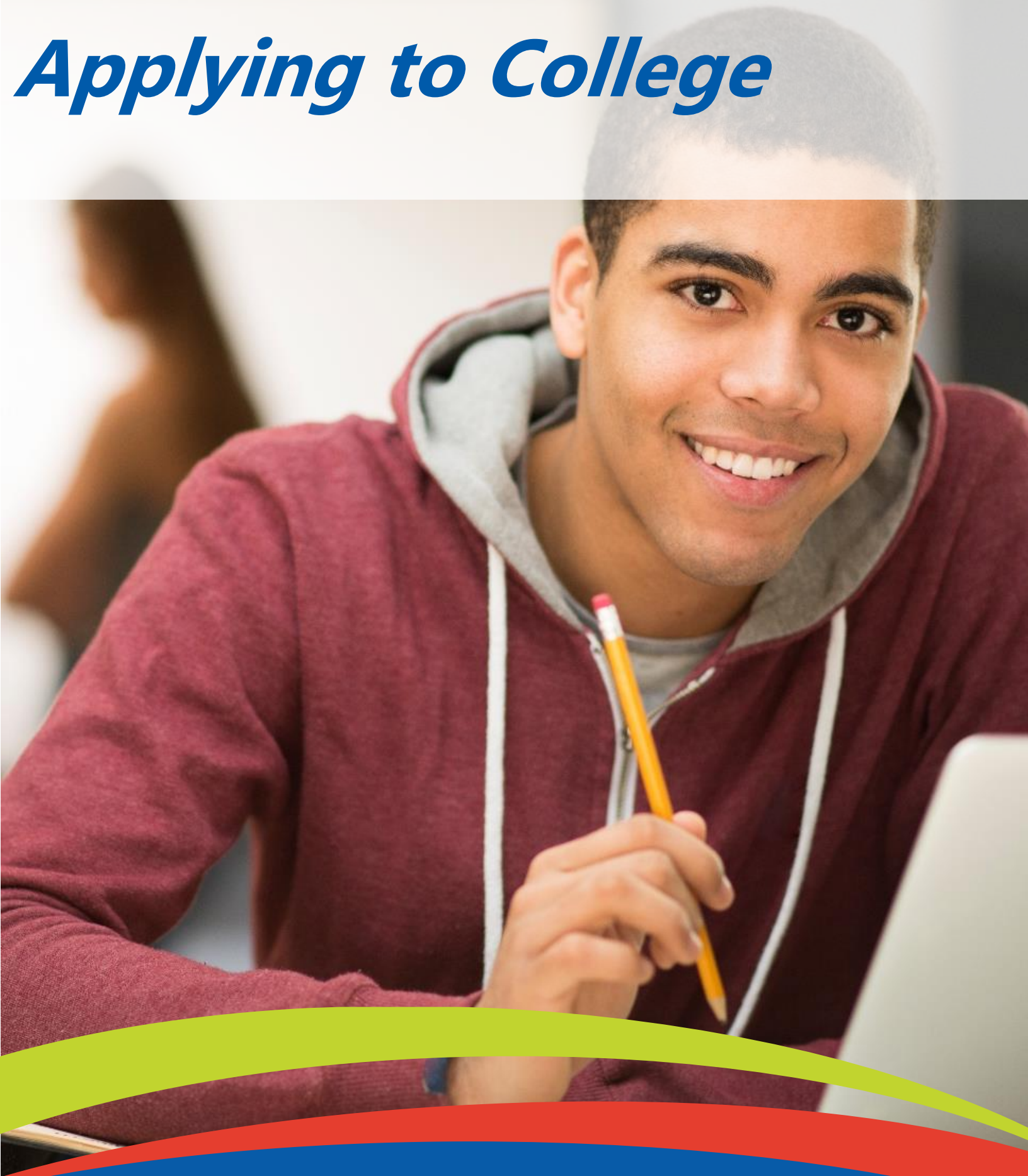
[GetSchooled](#) offers a wide variety of test prep, financial aid, and college application resources.

## **Encourage**

[Encourage](#) offers college and career planning tools and advice, as well as quizzes that can help you identify the best fit and match college options for you. Your answers to the quizzes will inform the customized list of colleges for you to consider based on your academic profile.



# *Applying to College*



# Finding the Right Fit

When considering colleges, it is important to research your options. This will help you choose a school with features that fit your needs, interests, and talents.

## Consider these factors when comparing schools:

### Size

Colleges range in size. Some might be the size of your high school, while others are the size of a small town!

At a small school, you will likely take classes with 30 or fewer students. Classes at a big school could have as many as 500 students. Many classes at larger colleges are also taught by graduate students.

Big schools often have more services, programs, and activities available. By contrast, small schools may offer more specialized programs and personalized attention.

### Location

Do you want to save money by living at home? Do you want to go home on weekends? Or do you want to be as far away as possible?

Do you want to go to school in an urban area (city/town) where you can use public transit? Or would you prefer a more quiet, rural setting?

These are all questions to consider when thinking about a school's location.

### Culture

Big schools often offer opportunities for joining fraternities or sororities. These schools also may have nationally-recognized sports teams and a culture of school pride.

A smaller school, however, may have a more supportive environment. You can check the school's list of student clubs and organizations to find your niche.

### Programs

Large schools usually offer a wide variety of academic programs. This offers you flexibility if you're not yet sure what you want to study, or if you want to change your major.

If you're interested in something specific, a small school might offer more specialized programs with opportunities to work closely with faculty earlier in your education.

# The Perfect Match

## What kinds of schools should I apply to?

Based on your academic record, you should apply to at least **one safety school**, **one reach school**, and **two match schools**. See [page 10](#) to learn how to use fee waivers to cover the cost of your application.

**Safety Schools** are schools you are confident you will be accepted to.

Safety schools may include schools with higher acceptance rates, schools with less selective admissions requirements, or schools where your academic record is stronger than the average admitted student.

Keep in mind: Florida state colleges are “open admission,” meaning that they accept *all* students who apply.

**Match Schools** are schools you will likely be accepted to.

Match schools should be more selective than the safety schools you apply to. At a Match school, your academic record should be similar to that of the average admitted student’s record.

**Reach Schools** are schools you could be accepted to.

Reach schools are institutions that tend to have lower acceptance rates than other schools. At these schools, your academic record may be on the lower end compared to the average admitted student.

## What is my academic record?

There are several factors that impact your academic record, including your average high school **grade point average** (GPA), the **rigor** of the classes you’ve taken (Honors, AP, IB, dual enrollment, etc.), and your **standardized test scores** (ACT, SAT, etc.).



# Application Checklist

Make sure you are meeting all the requirements in applying to college:

- ✓ Decide on at least four schools you want to apply to: 2 match schools, 1 safety school, and 1 reach school.
- ✓ Make a note of all application deadlines, including priority scholarship deadlines.
- ✓ Request for your high school transcripts, midterm grade report, and standardized test scores (ACT/SAT/PERT) to be sent to each school. Talk to your school counselor for help.
- ✓ Request recommendation letters from teachers or counselors early in the school year.
- ✓ Write your personal essay and have someone proofread it.
- ✓ Submit your Free Application for Federal Student Aid (FAFSA).
- ✓ Fill out the online college application.
- ✓ Print out the confirmation page or take a picture of it.
- ✓ Pay the application fee or send the fee waiver (see [page 10](#) to learn how to use fee waivers to cover the cost of college applications).

Remember that your application is **not** considered complete until your application fee is paid, or your fee waiver is received.

- ✓ If you do not hear from the college in 2-3 weeks, contact the admissions office to ensure your materials were received.

## Application Worksheet

There is a lot of information you will need to complete your college application.

To make sure you have everything you need for applying, use the [Application Worksheet](#) in the back of this guide.

You may need help from your school counselor or parents to answer all the questions on this sheet.

## Letters of Recommendation

A good letter of recommendation can help highlight strengths that are not reflected on the rest of your application. To get a good letter, follow these tips:

- ❖ Request letters of recommendation from teachers or counselors you have a good relationship with.
- ❖ Request the letter at the beginning of the school year to give your recommender plenty of time to write it.
- ❖ Write thank-you notes for each recommender!

# Writing the Essay

Essays are your opportunity to share the story your GPA and extracurricular activities don't tell. Admissions officers want to get to know you as a person, so make sure to let your personality shine!

Tip	Don't	Do
<b>Research essay requirements</b>	Do not wait until the last minute to find out if you need to write an essay.	Check early to see what each college on your shortlist requires. Take note of essay topics, word limits, and formatting requirements.
<b>Choose a topic that will highlight your strengths</b>	Do not focus on the great aspects of the college, the amount of dedication it takes to be a doctor, or the number of extracurricular activities you have done.	Share your personal story and thoughts. Tell a specific story that highlights your best qualities.
<b>Keep your focus narrow and personal</b>	Do not try to cover too many topics. This will make the essay sound like a laundry list that does not provide any details about you.	Focus on one aspect of yourself so the readers can learn more about who you are. Remember that readers must be able to understand your main idea and follow it from beginning to end. Ask a parent or teacher to read just your introduction and tell you what they think your essay is about.
<b>Show, don't tell</b>	Do not state something about yourself rather than sharing a story. For example, saying, "I like to surround myself with people with a variety of backgrounds and interests," instead of describing a story that shows this to be true.	Include specific details, examples, stories, and reasons to develop your ideas. For the example to the left, describe a situation when various types of people surrounded you instead. What did you do? What did you take away from the experience?
<b>Use your own voice</b>	Do not rely on phrases or ideas that people have used many times before. These could include statements like, "There is so much suffering in the world that I feel I have to help people."	Write about an experience that you had and how it made you take action or how it changed your thinking.
<b>Proofread</b>	Do not turn your essay in without proofreading it or relying only on your computer's spell check to catch mistakes.	Ask a teacher or parent to proofread your essay to catch mistakes. You should also ask the person who proofreads your essay if the writing sounds like you.

Remember to bring your essay with you to your school's Apply Yourself Florida College Application Campaign event! You can bring it on a USB drive or email the essay to yourself.

# Application Fee Waivers

Most colleges have an application fee of \$30-\$50. When complete your college application, if you qualify for free or reduced-price lunch, you may be eligible to have the application fee waived. If you are not sure whether you qualify, speak with your school counselor.

## ACT College Application Fee Waivers

**Eligibility:** Students who used a fee waiver to take the ACT exam.

**Access:** School counselors should see if a student is eligible for the application fee waiver. [Learn more here.](#)

## SAT College Application Fee Waivers

**Eligibility:** Students who used a fee waiver to take the SAT exam or SAT subject test.

**Access:** Students can access the fee waivers directly through their online College Board account. [Find more information here.](#)

## National Association of College Admissions Counselors (NACAC) College Application Fee Waivers

**Eligibility:** Students are eligible for up to four fee waivers if they meet at least one of these criteria:

- The student used a fee waiver to take the SAT or ACT
- The student is enrolled in a free or reduced-price lunch program
- The student is enrolled in a program for low-income students (TRIO, Upward Bound)
- The student's family qualifies for public assistance
- The student is a ward of the state
- Other special circumstances outlined by the school counselor

**Access:** School counselors must print the form and sign off on student eligibility. [Download the form here.](#)

### Don't Forget!

- ❖ The school will NOT consider your application complete until they receive your fee waiver.
- ❖ If you are not using a fee waiver, you will need a credit card to pay the application fee, or can send a payment with cashier's check or money order.

## Fee Waivers by School

School Name	Waivers Accepted	Application Information
<b>Florida Atlantic University (FAU)</b>	ACT, SAT, NACAC	<a href="#">FAU Undergraduate Admissions Webpage</a>
<b>Florida A&amp;M University (FAMU)</b>	ACT, SAT, NACAC, Common App	<a href="#">FAMU Undergraduate Admissions Webpage</a>
<b>Florida Gulf Coast University (FGCU)</b>	ACT, SAT, NACAC	<a href="#">FGCU Undergraduate Admissions Webpage</a>
<b>Florida International University (FIU)</b>	ACT, SAT	<a href="#">FIU Undergraduate Admissions Webpage</a>
<b>Florida Polytechnic University</b>	ACT, SAT	<a href="#">Florida Polytechnic University Undergraduate Admissions Webpage</a>
<b>Florida State University (FSU)</b>	ACT, SAT, NACAC	<a href="#">FSU Undergraduate Admissions Webpage</a>
<b>New College of Florida</b>	No application fee	<a href="#">New College of Florida Undergraduate Admissions Webpage</a>
<b>University of Florida (UF)</b>	ACT, SAT	<a href="#">UF Undergraduate Admissions Webpage</a>
<b>University of Central Florida (UCF)</b>	ACT, SAT, NACAC, SCOIR	<a href="#">UCF Undergraduate Admissions Webpage</a>
<b>University of North Florida (UNF)</b>	ACT, SAT, NACAC	<a href="#">UNF Undergraduate Admissions Webpage</a>
<b>University of South Florida (USF)</b>	ACT, SAT	<a href="#">USF Undergraduate Admissions Webpage</a>
<b>University of West Florida (UWF)</b>	ACT, SAT, NACAC	<a href="#">UWF Undergraduate Admissions Webpage</a>

# You've Applied! Next Steps

Applying to college is an important step in continuing your education, but it is not the last step! Here is what you will need to do next:

## Finalize your application

- Make sure your application fee has been paid
- Make sure your transcripts have been sent

## Apply for financial aid

- Create your FSA ID**, the username and password that you will need to log into the Federal Student Aid website. Remember your password!
  - You and your parent will each need to create your own FSA ID.
  - Go to [studentaid.gov](https://studentaid.gov) to get started.
- Complete the Free Application for Federal Student Aid (FAFSA).**
  - Some aid is on a first-come, first-served basis. The earlier you complete the FAFSA, the more likely you are to receive some forms of financial aid.
  - Go to [studentaid.gov](https://studentaid.gov) to get started.
- Complete the Florida Financial Aid Application (FFAA).**
  - The FFAA opens October 1.
  - It is necessary to complete this application to receive state-funded grants and scholarships, including Bright Futures.
  - Complete the FFAA [here](#).
- Apply for grants and scholarships**, which do not need to be paid back.
  - Florida offers both need- and merit-based scholarships, including Bright Futures, First Generation Matching Grant, and Florida Student Assistance Grant.
  - Some of these scholarships require that you complete the FFAA.
  - Research local scholarships through your education foundation, community foundation, or by speaking with your school counselor. Also, check out [FCAN's Scholarship Resources page](#).

## Get ready to go!

- Accept an admission offer by May 1.
- Attend new student orientation.
- Sign up for housing and a meal plan (if you plan to live on campus).
- Submit your housing deposit by the deadline (check your college's website for more information).
- Get necessary supplies, like books, dorm room essentials, etc.
- Register for classes if you did not already do so at student orientation.
- Have a great first semester!



# ***Paying for College***

*How do I Pay for College?*



# What Will College Cost? It Depends!

## Where You Go

- **Private schools** tend to cost more than **state schools**.
- **State universities** tend to cost more than **state colleges**.
- If you qualify as a **Florida resident for tuition purposes**, you will be eligible to pay a lower in-state tuition rate at Florida schools

## What You Get

- Many schools offer generous **school-based aid and scholarships** based on need and merit.
- Be sure to check schools' **priority admission/scholarship deadlines** so you can be considered for the most aid possible.

## Consider All the Costs

- Yearly tuition/cost per credit hour.
- Books, supplies, and other fees.
- Housing, internet, meals, and transportation.
- Summer courses (keep in mind that Florida state universities require students to complete 9 credit hours of summer courses).

## Florida's 2+2 Program

All Florida state colleges are open admission, meaning they guarantee admission to almost all students.

Students who complete an associate degree at a state college are guaranteed acceptance to a state university to complete their bachelor's degree.

In other words, you can start the first two years of your bachelor's degree at a state college, and then complete the second two years at a state university. This could help you save money!

## Where will the money come from?

### Options for Funding

- **Grants and scholarships** - these do not need to be repaid (federal, state, college-based and private sources like education foundations).
- **Savings** – which can include savings from the student and/or parent, and gifts from extended family members (e.g., grandparents, aunts, and uncles).
- **Federal and state loans** - must be repaid when you graduate.
- **Work** – can include a part-time job, participating in a federal work study program, working over the summer and breaks, and a parent's work earnings.

### Complete the FAFSA!

- Completing the [Free Application for Federal Student Aid](#) (FAFSA) is the best way to qualify for state, federal, and college-based scholarships, grants, and loans.

# Qualifying for In-State Tuition

If you are applying to a Florida school and qualify as a **Florida resident for tuition purposes**, you will be eligible for lower in-state tuition rates. Here is what you need to know about qualifying as a Florida resident and residency requirements:

## Who is a “Florida Resident for Tuition Purposes”?

- If your parent has lived in Florida for at least 12 consecutive months, then you are likely a Florida resident for tuition purposes.
- To claim residency, you must complete a residency form or affidavit. Admissions staff will review this form and related documentation to determine your eligibility for in-state tuition.

## What documents can verify Florida residency?

- A copy of a Florida driver’s license or Florida state identification card
- Voter’s registration
- Florida vehicle registration

Speak with the school’s admissions office for guidance regarding other acceptable documents.

## Special residency cases

- Members of the armed services stationed in Florida, as well as their spouses and dependent children, may qualify as residents for tuition purposes.



# Resources for Undocumented Students

Students who are not citizens or whose parents are not citizens may be eligible for lower in-state tuition rates instead of the more expensive non-resident tuition rates.

To qualify for in-state tuition:

- You must have attended high school in Florida for 3 consecutive years immediately prior to high school graduation.
- You must apply to a Florida college or university within 24 months of high school graduation.
- You must submit an official Florida transcript to verify attendance and graduation.

After you have applied and are admitted to a school, you will need to submit an HB 851 Out-of-State Fee Waiver (ask an admissions officer where you can access this form). DACA students can use their workforce authorization number in place of a social security number to complete the FAFSA. They are not eligible for federal aid but will receive a Student Aid Report that demonstrates financial need and can be used to apply for college-based and other scholarships.

Visit the following college/university webpages for more resources and support: [FAU](#), [FGCU](#), [FIU](#), [FSU](#), [UCF](#), [USF](#), [UF](#), [New College of Florida](#), [Santa Fe College](#), and [Valencia College](#).

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## Resources for Foster Care Youth

If you have been in foster care, programs are available to help you continue your education beyond high school. You can pay for college through exemptions that cover the cost of college tuition and fees. View FCAN's [handout](#) for students in foster care for more support available.

The Florida Department of Children and Families (DCF) hosts a Postsecondary Education Services and Support (PESS) program that provides a stipend for living expenses to students attending a Florida Bright Futures-eligible institution, including vocational training. You are eligible for this program until your 23<sup>rd</sup> birthday.

Many colleges and universities provide campus coaches for on-campus support for current and former foster youth. You can find lists of foster care student advisors below:

- [State University Foster Care Liaisons & Coaches](#)
- [State College Liaisons & Coaches](#)
- [Campus-based Programs focused on students from foster care](#)

In some cases, you may also qualify for waived tuition and fees, which is available to you until you reach 28 years of age. Check with your school counselor on accessing the tuition fee waiver and your institution on other financial resources that are available to you as a foster youth.

# Applying for Financial Aid

**To qualify for financial aid, you must apply.** The Free Application for Federal Student Aid (FAFSA) is the most important step to take to access most forms of financial aid. All federal financial aid, some state aid and most aid offered by colleges require you to complete and submit the FAFSA. If you do not have a Social Security number or have Deferred Action for Childhood Arrivals (DACA) status, you should complete the Florida Financial Aid Application (FFAA). Some financial aid dollars are limited and are awarded on a first-come, first-served basis so apply as soon as possible.

## Types of Aid

Very few students get all their financial aid for college from one source. When you are searching for financial aid, consider a wide variety of options and apply to as many programs as possible.

- **Grants:** Grants do not have to be repaid if you successfully complete the courses in which you were enrolled. Most grants come from the federal and state governments. The Pell grant is the largest federal grant program and is designed to help students from low-income households attend college.
- **Scholarships:** Scholarships do not have to be repaid if you successfully complete your coursework. They are awarded for a variety of criteria: good grades, cultural or religious background, sports, and special talents. Most scholarships come from the college you plan to attend and community organizations like community and education foundations.
- **Work-study:** Work-study helps you to earn money to pay for your education by working a part-time job offered through the college.
- **Loans:** Loans for students have lower interest rates than most other types of loans. Unlike grants or scholarships, loans must be repaid with interest when you finish college, even if you do not graduate. Student loans are offered through colleges, banks, and other institutions.

You can complete, submit, and track your FAFSA application [here](#). However, if you do not have access to the internet, you can request a paper copy by calling 1-800-4-FED-AID (433-3243). There is also an online chat function to answer any questions that students or parents might have.

**You should complete the FAFSA every year that you attend college.**



## What Do You Need to Complete the FAFSA?

- ❖ Student and parent(s)' driver's license number(s)
- ❖ Student and parent(s)' social security number(s)
- ❖ (Alien registration number if you are not a U.S. citizen)
- ❖ Parent(s)' date(s) of birth
- ❖ Parent(s)' federal income tax return from 2 years ago (if filed)
- ❖ Student's federal income tax return from 2 years ago (if filed)
- ❖ Parent/student income information (if tax return was not filed)
- ❖ Your current bank statements
- ❖ Student & parent FSA ID (username & password). If you have lost your information, visit [studentaid.gov](http://studentaid.gov)

## Your Federal Student Aid ID (FSA ID)

Creating an FSA ID is the first step to completing your FAFSA. Your FSA ID serves as your legal signature when completing the FAFSA. Create an FSA ID using your own personal information and for your own use.

To create your FSA ID, go to [studentaid.gov](http://studentaid.gov). This information should be kept confidential and stored in a safe place; you will need this every year when you file your FAFSA.

### FSA ID Reference Sheet:

Username: \_\_\_\_\_

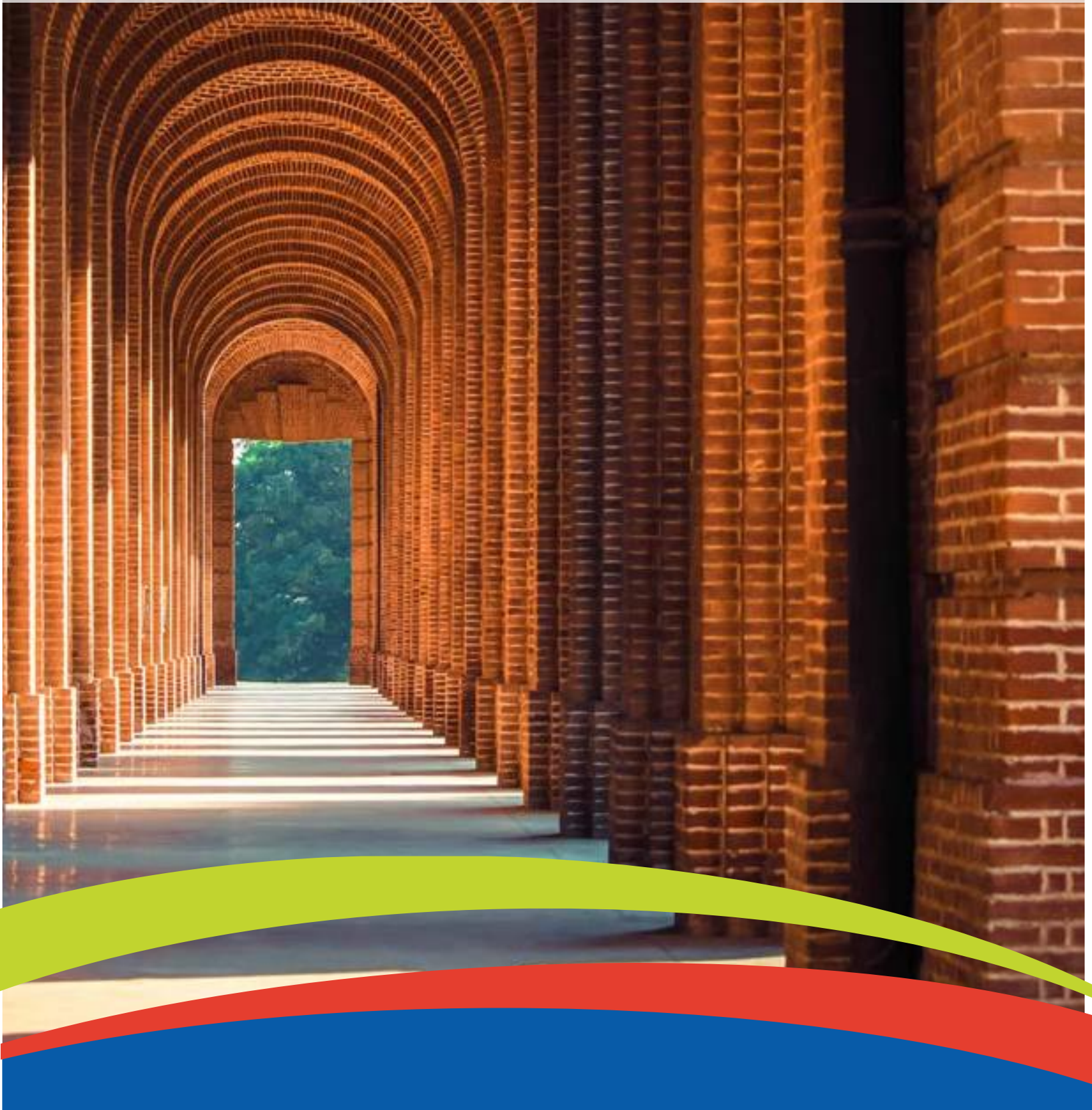
Password: \_\_\_\_\_

Email address: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

***For your records only—keep in a safe place!***

# *Going to College*



# Summer Transition Checklist

## Have you completed your FAFSA?

- Completing the [FAFSA](#) is the first step to getting financial aid, which makes college more affordable for most students. Some aid is on a first-come, first-served basis.

## Have you completed any additional financial aid forms required?

- Your college may ask you for income verification; promptly provide the information, or you may be denied financial aid.

## Have you been notified of your college awarding you financial aid?

- Most colleges have a “net price” calculator on their website, which shares the total estimated cost of going to school there, including tuition, fees, books, meals and housing. Consider how much aid you are being offered from the college and the total cost to attend school there. Do you or your family have enough savings to cover the difference? If not, how will you cover the difference, such as applying for scholarships?

## Have you logged in to your college’s web portal?

- Every school has a student portal where you will log into your student account. Check it often as most schools send information about deadlines through this system.

## Have you completed any required placement test?

- If you will be pursuing an Associate of Arts (AA), Associate of Science (AS), or Associate of Professional Studies (APS) degree from a state college, you must schedule and take a placement test. You can either call the testing center or schedule your appointment online. Check with your institution to determine any costs for placement tests and how they are being administered.

## Have you confirmed your enrollment?

- You must confirm that you will be attending the school of your choice and pay a deposit by the school’s deadline. Check with your institution to determine the enrollment deposit fee and the deadline.

## Have you submitted all housing forms and deposits if you are going to live on campus?

- Housing fills up fast, so you don’t want to delay. Usually, you are required to pay the enrollment deposit before you are allowed to submit your housing application. Housing deposits are required to secure your spot. It is the student’s responsibility to check their student account to determine any outstanding balances and check your school’s housing website for payment deadlines.

- Have you registered for or attended new student orientation and registered for classes?**
  - All schools have a required Freshman Orientation that you must attend before you will be allowed to register for classes. This can be another cost; check with your institution to determine any costs to attend new student orientation.
  - Often, at new student orientation you will register for your classes. Check with your college about the process. Many schools will have you meet with an academic advisor who guides you through the registration process the first time and helps you understand the courses required for your major.
  
- Have you signed up for a meal plan?**
  - Many students find it helpful to sign up for a meal plan for at least their first year, especially if they are living on campus. That way, they don't need to worry about making meals.
  
- Have you checked your school's move-in checklist for supplies you'll need to live on campus?**
  - Most colleges and many stores can provide you with checklists of the items students most commonly bring to help their dorm room feel more like home. Check your school's housing website to know what things are allowed while living on-campus.
  
- Have you made a plan for transportation?**
  - Make a plan for getting to campus to move in. Find out what local transportation options are available on campus and in the area. Make a plan for getting back home on breaks.
  - Check if your school allows freshmen to bring their own car. If so and you choose to do so, buy a parking permit.



# Worksheets



# What's My Ideal College?

Directions	Scoring
Rate schools based on how well they fit your criteria. Total the scores. (Place a ★ next to the criteria most important to you.)	5 – 8: Perfect fit. 3 – 4: Kind of meets my criteria. 0 – 2: Doesn't fit.

**SCHOOL 1:    SCHOOL 2:    SCHOOL 3:**

	★			
I want a school that is located:				
a. Close to home				
b. As far away as possible				
c. Somewhere in between				
I prefer a campus size that is:				
a. Small (under 5,000)				
b. Medium (5,000 – 15,000)				
c. Large (15,000+)				
I want the school to be in the:				
a. City				
b. Suburbs				
c. Country				
I want to be able to live:				
a. On campus, in a dorm or apartment				
b. Off campus, in an apartment or house				
c. At home				
I would prefer a college that is:				
a. Public				
b. Private (not a public or state school)				
c. Single-sex				
d. Religiously affiliated				
e. Known for serving ethnic or racial minorities				
f. None of these are important to me				
I want to complete my degree in:				
a. 2 years or less (apprenticeship, CTE, associate degree)				
b. 4 years (bachelor's degree)				
I want to participate in the following activities:				
a. Sports (intramural, Division I, Division II, Division III)				
b. Student government				
c. Community service				
d. Greek life (fraternities and sororities)				
e. Other clubs and activities				
I want to use the following student services:				
a. Tutoring/academic support				
b. Counseling and health services				
c. Study abroad				
d. Disability access				
e. Other:				
<b>Total</b>				

# College Visit Profile

	SCHOOL 1		SCHOOL 2		SCHOOL 3	
School name						
School website						
School type (technical college, 2-year, 4-year, etc.; public, private)						
School setting (city, suburb, country)						
Student body size						
Location (in-state, out-of-state)						
Distance from home						
Degree types offered (AA, AS, BA, BS)						
Majors I'm interested in	1. 2. 3.		1. 2. 3.		1. 2. 3.	
Admissions contact	Name: Phone: Email:		Name: Phone: Email:		Name: Phone: Email:	
Admissions requirements	ACT/SAT: GPA:		ACT/SAT: GPA:		ACT/SAT: GPA:	
On-campus housing	Available	Not available	Available	Not available	Available	Not available
Deposit amount						
Deposit due date						
Estimated Cost of Attendance						
Free Application for Federal Student Aid (FAFSA)	School code: Deadline:		School code: Deadline:		School code: Deadline:	
Available financial aid (grants, work-study, loans)						
Available scholarships	Name: Deadline:		Name: Deadline:		Name: Deadline:	
	Name: Deadline:		Name: Deadline:		Name: Deadline:	
	Name: Deadline:		Name: Deadline:		Name: Deadline:	

SERVICES FOR STUDENTS						
	Available	Not available	Available	Not available	Available	Not available
Career Center	.	.	.	.	.	.
Computer labs	.	.	.	.	.	.
Free tutoring	.	.	.	.	.	.
Math center	.	.	.	.	.	.
On-campus health center	.	.	.	.	.	.
Summer orientation	.	.	.	.	.	.
Writing center	.	.	.	.	.	.
Other:	.	.	.	.	.	.
Other:	.	.	.	.	.	.

# My Top 4 Colleges

	(1)	(2)	(3)	(4)
<b>ESSAY OR PERSONAL STATEMENT REQUIRED?</b>  <i>TOPIC/REQUIREMENTS</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO  _____ _____ _____ _____ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO  _____ _____ _____ _____ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO  _____ _____ _____ _____ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO  _____ _____ _____ _____ _____
<b>RECOMMENDATIONS REQUIRED?</b> <i>HOW MANY?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO _____	<input type="checkbox"/> YES <input type="checkbox"/> NO _____	<input type="checkbox"/> YES <input type="checkbox"/> NO _____	<input type="checkbox"/> YES <input type="checkbox"/> NO _____
<b>SAT/ACT REQUIRED?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>APPLICATION COST</b> <i>PAYMENT DEADLINE</i>	\$ _____ _____	\$ _____ _____	\$ _____ _____	\$ _____ _____
<b>APPLICATION FEE WAIVER ACCEPTED?</b> <i>WHICH ONES?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO _____	<input type="checkbox"/> YES <input type="checkbox"/> NO _____	<input type="checkbox"/> YES <input type="checkbox"/> NO _____	<input type="checkbox"/> YES <input type="checkbox"/> NO _____
<b>APPLICATION DEADLINE</b>	_____	_____	_____	_____
<b>DEADLINE FOR SCHOLARSHIPS/ FINANCIAL AID</b>	_____	_____	_____	_____
<b>ACCEPTANCE OF ADMISSION DEADLINE</b>	_____	_____	_____	_____

# College Application Worksheet

## PERSONAL INFORMATION

Legal Name: \_\_\_\_\_

Any Other Names Used: (for transcripts, etc.): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Are you a US citizen?  YES  NO

If you are not a citizen, do you hold a Visa? Are you applying for a Visa? What kind? \_\_\_\_\_

If you are a permanent resident, what is your alien registration number? \_\_\_\_\_

*\*\*If you are a permanent resident, you will need to send a photocopy of your alien registration card with your application.*

Gender:  M  F Race/Ethnicity: \_\_\_\_\_

Are you currently serving in the U.S. Armed Forces?  YES  NO Have you ever served in the U.S. Armed Forces?  YES  NO

Are you a spouse or child of a person currently serving, or who has served, in the U.S. Armed Forces?  YES  NO

## APPLICATION INFORMATION

When do you plan to start (fall, spring, summer)? \_\_\_\_\_

Planned Major: \_\_\_\_\_

## HIGH SCHOOL INFORMATION

Name of School: \_\_\_\_\_

City & State: \_\_\_\_\_ School phone number: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

## COLLEGE ENTRANCE EXAMS

ACT Date(s) Taken: \_\_\_\_\_ Scores: \_\_\_\_\_

SAT Date(s) Taken: \_\_\_\_\_ Scores: \_\_\_\_\_

SAT Subject tests: Subject: \_\_\_\_\_ Date(s) Taken: \_\_\_\_\_ Scores: \_\_\_\_\_

## **DISCIPLINARY ACTIONS**

- Are you currently or have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution?  YES  NO
- Have you ever been charged with a violation of the law, misdemeanor and/or felony (even if adjudication was withheld) which resulted in, or, if still pending, could result in, probation, community service, restitution, a jail sentence or the revocation or suspension of your driver's license (you are not required to include traffic violations which only resulted in a fine)?  YES  NO

If your answer to either of the above questions is yes, you must submit a full statement of relevant facts on a separate sheet and may be required to supply the institution with copies of all official documents explaining the final disposition of the proceedings. Failure to answer the questions can delay an admissions decision.

If your records have been expunged pursuant to applicable law, you are not required to answer yes to these questions. If you are unsure whether to answer yes to either question, it is strongly suggested that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of an offer of admission.

## **EXTRACURRICULAR ACTIVITIES**

Have you participated in any programs or activities to help you prepare for higher education (University Outreach, Talent Search, Upward Bound, Junior Achievement, 4-H, etc.)? List all programs that apply:

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Extracurricular activities (sports, clubs, etc.): List each organization, position, description of the activity, and hours per week of involvement:

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Awards and recognition: List each award/recognition, a description of the honor and the work you did to earn it, the level (e.g. first place), and the number of years you earned the distinction:

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Community service: List the organization(s), type of work, your role, and hours per week of involvement:

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Employment: List the job, your title, description, hours per week, and dates of employment:

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Talents: List other talents you have that were not recognized above (e.g. art, music, computer coding):

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**CURRENT & EXPECTED COURSEWORK**

Courses you are currently enrolled in (FALL): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Courses you expect to complete before entering college (SPRING/SUMMER): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FAMILY INFORMATION**

**Parent/Legal Guardian 1**

Name (First and Last): \_\_\_\_\_  
Relationship: \_\_\_\_\_ Highest Level of Education Completed: \_\_\_\_\_  
Mailing Address (if different from yours): \_\_\_\_\_  
\_\_\_\_\_

**Parent/Legal Guardian 2**

Name (First and Last): \_\_\_\_\_  
Relationship: \_\_\_\_\_ Highest Level of Education Completed: \_\_\_\_\_  
Mailing Address (if different from yours): \_\_\_\_\_  
\_\_\_\_\_

Are you living in a single-parent household?  YES  NO

How many people, including yourself, live in your household? (Include siblings attending college): \_\_\_\_\_

Please indicate your family's gross income for the most recent tax year, including both taxed and untaxed income. \_\_\_\_\_

Do you have family obligations that keep you from participating in extracurricular activities? Please describe. \_\_\_\_\_  
\_\_\_\_\_

# Requesting a Recommendation Letter

Teacher's Name: \_\_\_\_\_

Course(s) with this Teacher: \_\_\_\_\_

## Sample messaging:

Thank you so much for agreeing to write this letter of recommendation on my behalf. I asked you because I think you are someone who knows me well and who can accurately speak on my potential for academic success in college. This information may be helpful as you write the recommendation. For each recommendation being mailed, I have attached a stamped, addressed envelope for your convenience. I appreciate the time and effort you will take in writing this recommendation for me.

## STUDENT INFORMATION FOR COLLEGE RECOMMENDATION

STUDENT NAME: \_\_\_\_\_

GRADE IN SCHOOL: \_\_\_\_ junior \_\_\_\_ senior                      GPA: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

1. List colleges to which you are applying and due dates:

_____	_____	Online option: ____ Yes ____ No
_____	_____	Online option: ____ Yes ____ No
_____	_____	Online option: ____ Yes ____ No

2. College major/interests: \_\_\_\_\_

3. Career goals: \_\_\_\_\_

(Include the Highlights Sheet on the next page with your request.)

## Highlights Sheet

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Extracurricular Activities (clubs, sports, etc.):*

Activity	School Years	# of hours per week	Description
	__9 __10 __11 __12		
	__9 __10 __11 __12		
	__9 __10 __11 __12		
	__9 __10 __11 __12		

*Awards & Honors:*

Name of Award	School Years	Organization & Responsibilities
	__9 __10 __11 __12	
	__9 __10 __11 __12	
	__9 __10 __11 __12	
	__9 __10 __11 __12	

*Leadership Positions:*

Position	School Years	Organization/Activity & Responsibilities
	__9 __10 __11 __12	
	__9 __10 __11 __12	
	__9 __10 __11 __12	
	__9 __10 __11 __12	

*Community Service:*

Activity	School Years	# of hours per week	# of weeks per year
	__9 __10 __11 __12		
	__9 __10 __11 __12		
	__9 __10 __11 __12		
	__9 __10 __11 __12		

*Work Experience:*

Position, Place of Employment	School Years	# of hours per week	Responsibilities
	__9 __10 __11 __12		
	__9 __10 __11 __12		
	__9 __10 __11 __12		
	__9 __10 __11 __12		

*Hobbies and Interests:*

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*Other:*

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## Writing Your Personal Statement

The essay portion of your application is where the college gets to know *you*. It tells the story that the rest of your application (e.g. GPA, SAT scores) does not. Take this opportunity to share about what makes you unique or helps them get to know you as a person.

### Writing the Essay

**Step 1:** Review the list of questions below and come up with a few answers. This will help you come up with topics to write about.

#### HOME AND FAMILY

- Have you ever lived outside the United States/in another country?
- Are you the first person in your family to go to college?
- Does your family speak any language(s) other than English?
- Do you live in a non-traditional family?
- Do your parents have unusual jobs?
- Did you move a lot growing up?
- Do you live in a town with a unique setting?
- Do you look up to anyone in your family?
- Has your family faced any hardships?

#### EDUCATION

- Have you won any awards and/or recognitions?
- Have you worked on a special class project?
- Do you have a favorite class that relates to your intended college major?
- Have you had any hard classes that you were determined to do well in?
- Do you have someone at school you look up to?
- Has your school gone through any hard times lately?
- Are you part of a special college-going or gifted program?

#### ACTIVITIES

- Do you play a sport or participate in a club?
- Are you part of a school organization?
- Were you an underdog?
- Do you perform community service outside of school?
- Have you made any contributions to your community?

#### HOBBIES

- Do you play an instrument?
- Do you do anything creative?
- Do you have a favorite book?
- Do you have a role model?
- Do you have a favorite quote?

#### EVERYTHING ELSE – UNIQUENESS!

- What is it about you that makes you stand out?
- Have you ever been outside the United States?



**Step 2:** Write down a paragraph about yourself as it relates to your answers from Step 1. It doesn't have to be perfect; it's just an exercise to help you get started.

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**Step 3:** Search essay prompts for the college(s) you will apply to. Jot down the answers below.

Name of college/university: \_\_\_\_\_

Prompt/topic: \_\_\_\_\_

Word/page count: \_\_\_\_\_

Any additional instructions: \_\_\_\_\_

Name of college/university: \_\_\_\_\_

Prompt/topic: \_\_\_\_\_

Word/page count: \_\_\_\_\_

Any additional instructions: \_\_\_\_\_

Name of college/university: \_\_\_\_\_

Prompt/topic: \_\_\_\_\_

Word/page count: \_\_\_\_\_

Any additional instructions: \_\_\_\_\_

Name of college/university: \_\_\_\_\_

Prompt/topic: \_\_\_\_\_

Word/page count: \_\_\_\_\_

Any additional instructions: \_\_\_\_\_

Name of college/university: \_\_\_\_\_

Prompt/topic: \_\_\_\_\_

Word/page count: \_\_\_\_\_

Any additional instructions: \_\_\_\_\_

**Step 4:** Refer to your answers from Step 1 to see which ones best fit the essay prompt(s) of your chosen college(s). Start outlining what you will discuss in each paragraph of your essay:

*Paragraph 1:* \_\_\_\_\_

*Paragraph 2:* \_\_\_\_\_

*Paragraph 3:* \_\_\_\_\_

*Paragraph 4:* \_\_\_\_\_

*Paragraph 5:* \_\_\_\_\_

**Step 5:** Begin the first draft of your essay.

# Scholarship Organizer

Keep track of scholarships you qualify for or have applied to.

Name	Deadline	Amount	Criteria	Documents Needed	Submitted

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Florida College Access Network (FCAN) leads the collaborative movement to ensure that every Floridian achieves an education beyond high school and a rewarding career. We envision a Florida working together where education is the pathway to economic mobility for all.