

Congratulations – You’re a senior!

You’ve been dreaming for years about what you’ll do after you graduate, and this is the year you’ll take many critical steps to launch your dreams into reality.

Wherever you plan to go after high school graduation – whether you’re headed to college, the workforce or the military – the checklists in this guidebook will help you stay organized and on track to reach your goal. Each checklist outlines specific action steps that act as a guide to your postsecondary plan. Simply find the checklist that applies to you, then use the pages throughout this guide.

Review the entire checklist for your postsecondary plan before you begin, because it is helpful to see the complete picture of everything that needs to happen before you begin to tackle each step. If you’re unsure about anything on your checklist, explore the rest of this guide, which includes additional details on how to complete each step, such as applying for and paying for college.

Throughout the year, GEAR UP will provide you with access to campus visits, FAFSA workshops, college and career exploration activities and much more. We are here for you and committed to helping you navigate this process!

Four-Year University

If your plan is to attend a four-year college or university and earn a bachelor's degree (including military academies) this checklist is for you!

My top three schools of choice	List the majors you are considering here:

Do these steps for every school where you will apply

Action Steps	Recommended Timeline	My Date	Notes
Complete college applications	Ongoing		
Request transcripts via <i>Parchment.com</i>	When requested by colleges/universities		
Register to take or re-take ACT/SAT	Ongoing		
Ensure test scores are reported to colleges/universities	Ongoing		
Obtain FAFSA ID (parent and student)	September - October		
Complete FAFSA	Beginning October 1 Complete by March 1 st to qualify for Promise, WV Higher Education Grant		
Complete scholarship applications	August-May		
Obtain letters of recommendation	Ongoing		
Complete Promise Scholarship Application	No later than March 1st		
Review admission letters and financial awards	October - May		

Do these steps for the colleges you plan to attend

Action Steps	Recommended Timeline	My Date	Notes
Accept admissions to school of choice	As soon as you know, by May		
Pay or defer enrollment deposits	After accepting admissions- Spring		
Apply for housing (if living on campus)	After accepting admissions- Spring		
Inform counselor of decisions	Spring		

Two-Year Program or Technical School

If you want to earn a bachelor's degree by starting at a community college and then transferring to a 4-year university - or if you want to attend a community college to earn an associate's degree or a certificate - then this checklist is for you!

My top three schools of choice	The programs I am considering:

Do these steps for every school where you will apply

Action Steps	Recommended Timeline	My Date	Notes
Complete college applications	Ongoing		
Request transcripts via <i>Parchment.com</i>	When requested by colleges/universities		
Register to take or re-take ACT/SAT/placement exams	Ongoing		
Ensure test scores are reported to colleges/universities	Ongoing		
Obtain FAFSA ID (parent and student)	September - October		
Complete FAFSA	Beginning October 1 Complete by March 1 st to qualify for Promise, WV Higher Education Grant		
Complete scholarship applications	August-May		
Complete Promise Scholarship Application	March 1		
Obtain letters of recommendation	Ongoing		
Review admission letters and financial awards	October - May		

Do these steps for the colleges you plan to attend

Action Steps	Recommended Timeline	My Date	Notes
Accept admissions to school of choice	As soon as you know, by May		
Pay or defer enrollment deposits	After accepting admissions- Spring		
Apply for housing (if living on campus)	After accepting admissions- Spring		
Inform counselor of decisions	Spring		

Military Enlistment

If you plan to enlist in the military immediately after high school, then this checklist is for you!

- Army
- Navy
- Air Force
- Marines
- Coast Guard

Action Steps	Recommended Timeline	My Date	Notes
Schedule appointment with Military Recruiter	Fall		
Take or re-take ASVAB	Fall		
Discuss Delayed Entry Program with Recruiter	Fall		
Complete Physical Examination with Military Entrance Processing Station (MEPS)	As directed by recruiter (Fall/ Winter)		
Review ASVAB scores with School Counselor	Spring		
Research potential careers for service	Spring		
Meet with Enlistment Counselor to determine career prospects	As directed by recruiter		
Take the Oath of Enlistment	As directed by recruiter		
Prepare for Boot Camp	Spring		
Other			

Workforce

If you plan to enter the workforce immediately after high school graduation, then this checklist is for you!

My career interest areas or job prospects include (see Section 6 for resources to help determine a career pathway):

1. _____
2. _____
3. _____

Action Steps	Recommended Timeline	My Date	Notes
Research training required for field of interest	Fall/Winter		
Research community college options/programs	Fall/Winter		
Ask people to serve as a reference	Spring		
Create and update resume	Winter/Spring		
Research job openings	Spring		
Request letters of recommendation	As required for applications		
Apply for jobs	Spring		
Inform counselor of job placement	As soon as you are hired		
Other			
Other			

Collecting Personal Information

Take a few minutes to fill out this form. Then with your high school transcript in hand, you'll have everything you need to complete most college applications. You might need to work with your parent or family members to get all the details. When it comes time to apply, many universities charge a fee—\$50 or \$100 application fees are common. However, it is likely that you can get this fee waived. Contact your School Counselor to find out how. Leave areas blank if they don't apply to you.

Contact Information	
Name (first, middle, last)	
Street Address	
PO Box	
City, State, Zip Code	
Home Telephone Number	
Cell Phone Number	
Email (don't use your high school email address)	
Social Security Number	
Driver's License Number and Date Issues	
Date of Birth	
School Information	
Name of Current High School	
Street Address, City, State, Zip Code	
Telephone Number	
Expected Graduation Date	
Telephone Number	
School Code	490020

You're Accepted...Now What?

Once you've received your acceptance letters and decided on a school, there are still a few actions you'll need to take to secure your spot. Plus, you'll want to keep track of some key information. Use the tools on this page to help you keep everything organized and on-time.

The college I am attending next year is:

My admissions counselor's name: _____

email: _____ Phone: _____

My financial aid counselor's name:

email: _____ Phone: _____

My college username: _____ email: _____

My college ID #: _____

Date I accepted admissions offer	Date I paid/deferred enrollment deposit	Date I applied for housing	Orientation date I selected	Date I sent my final transcript	Date I accepted/declined financial awards	Date I sent my immunization records

Pre-FAFSA Information

Student email (not your school email):

Parent email:

Student Social Security Number:

Parents' Social Security Numbers: Parent 1:
Parent 2:

Parents' date of birth: Parent 1:
Parent 2:

Student Driver's License: License Number:
Expiration Date:

What is the month and year your parents were married, divorced, or separated:

What is the highest level of education for each parent: Parent 1:
Parent 2:

When you file the FAFSA, in addition to the information above, these are the items to have at hand (for yourself and your parents).

- Most recent W2 forms
- Most recent Federal Income Tax Forms
- Most current statements from all accounts (checking, savings, investments, etc.)
- Child support paid or received
- Value of investment farms and businesses
- Other prior year benefits (workers comp, military, clergy, or veteran amounts)

FSA (Federal Student Aid) ID Form

The first step to completing your FAFSA is to create an FSA ID (a username and password). Your FSA ID gives you access to Federal Student Aid's online systems and serves as your legal signature. Only create an FSA ID using your own personal information and for your own exclusive use.

Fill in this form as you create your FSA ID, so you have the information when you need it to log in later. To create an FSA ID, go to fsaid.ed.gov.

Student Information

Email address: _____

Username: _____ Password: _____

Date of Birth: _____ Social Security #: _____

Answer to Challenge Questions (answers are case sensitive):

Challenging Question	Answer

Parent Information (if applicable)

Email address: _____

Username: _____ Password: _____

Date of Birth: _____ Social Security #: _____

Answer to Challenge Questions (answers are case sensitive):

Challenging Question	Answer

How to register for SAT

1. Sign in to your [free College Board account](#). Your parent or counselor can't register for you.
2. Provide your full, legal name and other identifying information. Make sure it's the exact same name and information shown on your photo ID.
3. Decide if you want to answer other questions about yourself. This takes time, but it's worth it if you want colleges and scholarship organizations to find you. Learn why you should opt in to [Student Search Service®](#).
4. Choose which Subject Tests you want to take. You can [switch on test day](#), with limits.
5. Upload a photo that meets very specific [photo requirements](#).
6. Check out, and print your Admission Ticket.

It's a good idea to plan ahead — and get comfy — before you start to register.

You Might Also Need ...

- If you're using a fee waiver, enter the identification number on your fee waiver card.
- If you've been approved by the College Board to test with accommodations, enter the SSD number on your eligibility letter.
- If you're home-schooled, enter 970000 when asked for a high school code.

Detailed Instructions

Get details about registration and test day policies and requirements, fees, and more in the [SAT and SAT Subject Tests Student Registration Booklet \(.pdf/1.70 MB\)](#).