

SAMPLE COLLEGE APPLICATION PREPARATION CHECKLIST

- Administer the introductory questionnaire and insert relevant portions of the student's responses into the curriculum vitae and personal statement/supplemental essay brainstorm documents as necessary
- Brainstorm ideas for the personal statement and supplemental essays; assist with the crafting/editing process for each
- If the student does not have one already, start a curriculum vitae document with roles, dates, time commitments, and detailed descriptions of all high school-related activities; make targeted recommendations for improvement
- Analyze the student's current standardized test scores and discuss whether to enroll for an upcoming exam and/or Nick's certified tutoring program
- Frequently review the student's current transcript and set goals for improvement (including, but not limited to, grades, tardies, absences, lack of advanced coursework, and any other negative factors)
- Encourage the student to enroll in as many upper-level and/or AP/IB classes as possible to take during the next academic year
- As applicable, encourage the student to start a service initiative and/or hold at least one leadership role in an extracurricular activity that pertains to a socially-beneficial project
- Begin working with the student on an interest-driven research paper for potential publication at prestigious outlets that specialize in high school writing (see Nick's recommended list of outlets); this project can also be used as a writing sample for the student's common application

SAMPLE COLLEGE APPLICATION PREPARATION CHECKLIST (CONTINUED)

- Review best practices for securing a summer internship or fellowship, as appropriate
- In the “College List” document, populate all columns for each school (make sure the supplemental essays pertain to this year’s application season)
 - Refine target school list creation based on revised interests, scores, campus visits, requirements, etc.
 - Consult the student’s guidance counselor/Naviance/Scoir account for a list of colleges that accepted pervious years’ seniors and enrollment rates
- Recommend supplemental college-level coursework for the student (consult list)
- Leverage the student’s first-generation status in the application, as applicable
- In consultation with Nick, contact at least three professors for each target school and set up informational interviews
- Work with the student to send letter of recommendation requests ASAP before the start of senior year as some teachers reach capacity sooner than others (provide student with the template)
- Work with the student to set up a common application account (also research if the Coalition Application or the Universal College Application are needed)
- Immediately before applying to college, ensure that the student requests a copy of the latest transcript that colleges will obtain; check the transcript for errors and whether weighted or unweighted grades are sent to colleges
- Analyze and potentially change pictures/other elements of the student’s social media profiles