ARIZONA GEARUP

20 21

College Application Campaign
Toolkit

"Education is the most powerful weapon which you can use to change the world."

— *Nelson Mandela*

Contents

College Application Basics

What is a college application campaign?

High schools around the country host College Application Campaigns each fall to help and encourage students—especially from historically underrepresented communities—to get excited about college. Every graduating senior should apply to at least one college during your campaign. Campaigns can vary, which we'll cover in this toolkit.

AZ GEAR UP understands a College Application Campaign runs the risk of taking on a "transactional" quality, but in this toolkit, we'll provide a more holistic approach—grounded in relationships—to offer ways you can support students and encourage them to apply to colleges that are a good fit for them, learn about the enrollment process, understand financial aid offers, and take the necessary steps to enroll in their college of choice.

Why host a college application campaign?

- One goal of GEAR UP is to increase the postsecondary enrollment rate for students living in low-income communities, and/or who are minority or first-generation students. This goal is relevant because:

  - Students who complete some form of postsecondary education are more likely to: enjoy work; experience more employment stability during economic downturns; earn more money over their lifetime; make a difference in their community; and even be healthier and happier.[1]

  - Nearly 70% of all jobs require postsecondary education and training beyond high school.[2]

- Students from more affluent families and communities, whose parents went to college and are fluent in English, generally have better access to the college applications/acceptance process than GEAR UP students.

- All students deserve equal access to information and resources when making choices about their future.

- School-hosted College Application Campaigns help level the playing field, so students obtain assistance and resources from knowledgeable staff, including fee waivers, internet and computer access.

- Many students, especially those who are first-generation college-bound and low-income, may not apply to college without such support.

- One lone event won't increase college rates, but it's a good first step, along with FAFSA events and other supportive events. For many students, these kinds of events help show them they are "college material," and they can find ways to afford college, which dramatically alters their future.

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[1] Lumina Foundation

[2] Center on Education and the Workforce at Georgetown University

Campaign Checklist

PRE-CAMPAIGN PREPARATION

☐ **Review Arizona GEAR UP Event Standards.**
A College Application Campaign involves one or more events. Make sure you follow GEAR UP standards.

☐ **Set a goal.**
Many schools set a goal that all seniors apply to at least one postsecondary institution. Some schools encourage students to apply to multiple institutions. You know your students best—what will success look like? It's okay to start out small and grow from there.

☐ **Join the statewide effort/get external support.**
The Arizona Commission for Postsecondary Education also helps with College Application Campaigns. Contact them to get help with materials, volunteers, templates, visuals, swag, prizes, scripts, and other support. Visit their website for more information. https://collegegoal.az.gov/join-arizona-college-application-campaign

☐ **Review junior year Postsecondary Education Planning Sessions (PEPS) data.**
PEPS data will help you identify postsecondary institutions to ask for assistance, swag, application fee waivers, and application deadlines, which will help you plan the best time frame for your campaign.

☐ **Develop campaign structure.**

- **Full Day** during English, Econ, or Government classes, students rotate through one or several computer labs. Volunteers help any student with college applications.

- **Multiple Days** over the course of a week/month, pull students out of pre-designated elective to go to a computer lab. Volunteers and/or admissions' rep helps with application and fee waivers. Ideally, students complete their top-choice application first. Base event on alpha-order, elective period, or other convenience factors.

- **One Class Period** events occur during student advisory periods; seniors complete applications on their laptop if applicable. A volunteer in each designated classroom helps teachers and students.

- **Alternate School Schedule** students go to a classroom/computer lab based on their first-choice school. Volunteers most familiar with that college application help students complete the application. During the 1-2 hour period, underclassmen participate in another college-themed lesson (college fair, assembly, virtual college-tour, ACT test prep, etc.).

- **A Series of Days** when one day, students learn about college fit. Another day, host another college lesson. One day, complete the College Application Worksheet (Personal Information page of the Senior Launch Guide or College Application Worksheet in Supporting Documents). The final day, students complete at least one college application.

TIP *Some schools establish a goal for an event for every senior to apply to a local community college. The upside is that every student will be accepted to one postsecondary institution, ensuring every student has at least one post-high school option. The downside is it may not align with every student's goal, and can be viewed as a waste of time, which can lead to student mistrust of the process and you. If you want everyone to apply to a community college, you'll also want to give time for students to apply to at least one more school of their choice.*

☐ **Assess needs and resources.**

- Student needs—Consider students' familiarity with the college application process and the time they need to gather personal information. Will students complete the Common App or the Coalition App?

- Space and technology available—Will you need a large auditorium for the event or computer labs for a smaller event? How many students can complete a college application online at the venue? This will help you structure your event(s).

- Staff and volunteers available—How much help will you need for the event(s)?

☐ **Meet with your principal.**
Discuss event goals and structure preferences, select date(s), time(s), location(s), and the support team for the event. Ask about relevant district policies and procedures regarding space reservation, volunteer approval process, etc.

☐ **Create a project management plan and deadlines.**
Consider procedures and deadlines for your school/district (room reservations, etc.) as well as the volunteer and college representative availability.

☐ **Create a committee to plan your campaign event(s).**
Consider counselors, teachers, administrators, students, parents/guardians, college admissions staff/recruiters, and other community members.

EVENT PLANNING

☐ **Set the date(s) and time(s).**
Don't forget volunteer and college representative availability, as well as college deadlines. Pick date(s) conducive to obtaining volunteers, within the appropriate deadline for colleges, as well as the availability of space and tech support. (The statewide Arizona College Application Campaign is typically in October/November to coincide with application deadlines for the three state universities.)

☐ **Reserve the space and equipment needed for the event(s).**
Check with the technology department to make sure all computers/laptops are in good working order. Request computer login usernames and passwords for any guests. Request IT support for event in case problems arise. Have extra chargers available if possible.

☐ **Create event agenda.**
Find a sample agenda in the Supporting Documents.

☐ **Select your support team and define roles.**

- Identify school staff. Ask staff, classroom teachers, school counselors, administration, and/or advisory teachers to help out.

- Identify volunteers. Make sure to include college admissions representatives—especially from colleges/universities where the majority of your students want to attend. You may also want to include college access professionals from your local College Resource Center (NACRC in northern AZ, Phoenix College Depot or Tempe's College Connect in the valley, or the Metropolitan Education Commission's Regional College Access Center in southern Arizona), staff/volunteers from the Arizona Commission on Postsecondary Education, community members, or parents. Keep a spreadsheet of volunteers' contact information to send event reminders prior and thank you letters after the event.

- **Invite staff and volunteers.** School staff may only require an informal invitation or email, and community volunteers may require a more formal invitation such as an email, phone call, or in-person meeting. See Supporting Documents for samples.

- **Define and communicate roles.** Let staff and volunteers know their roles. Some will help students, others will monitor to ensure students stay on task, while others will troubleshoot technology issues, and/or take photos. If you've invited media, you'll want to appoint a media contact.

☐ Prepare event materials.

- Staff and Volunteers
  - ✔ FAQs on college application process
  - ✔ Logistics such as agenda, troubleshooting, and tech support info (Supporting Documents)
  - ✔ Names of people working together

- Event Space
  - ✔ Sign-in/sign-out sheet or another method to track attendance/applications (Supporting Documents)
  - ✔ Post-event survey to collect information on the colleges to which students applied (Supporting Documents)
  - ✔ Directional signage
  - ✔ Signage for Wi-Fi names and passwords, helpful links, and/or motivational quotes
  - ✔ College visuals you've created or had donated (Supporting Documents)

- Students
  - ✔ Copies of unofficial transcripts
  - ✔ Completed College Application Worksheets and Personal Information Pages from the Launch Guide (Supporting Documents)
  - ✔ College application tracking table (Supporting Documents)
  - ✔ College application must-dos and tips handout (Supporting Documents)
  - ✔ "I Applied. What's Next" handout (Supporting Documents)

- Supplemental Activities
  - ✔ Create Federal Student Aid (FSA) ID
  - ✔ Apply for scholarships (provide scholarship list)
  - ✔ Research the attendance costs where students applied
  - ✔ Research first-year programs where students applied
  - ✔ Research major and program of study
  - ✔ Writing prompts on what to expect during college
  - ✔ Complete classroom assignments
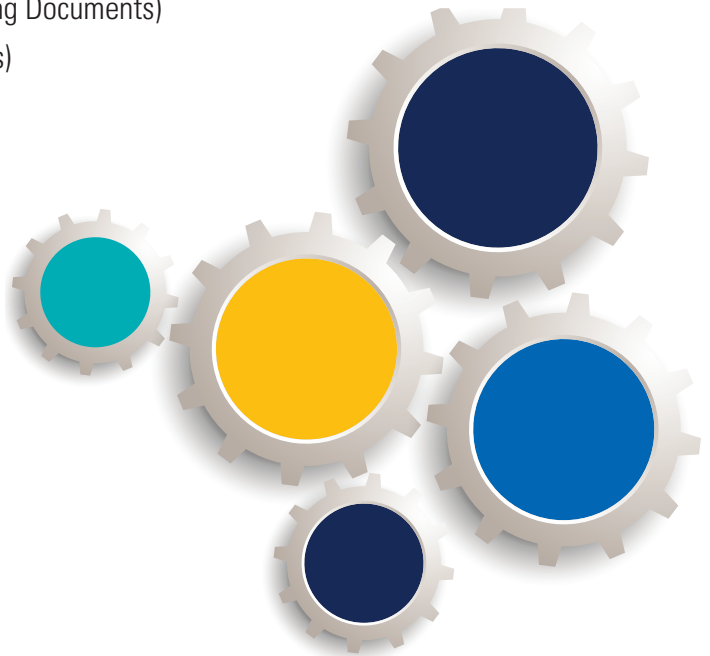
☐ **Prepare your team.**

- **Review logistics.** Provide event date and time, arrival time (30 minutes prior), location, and duration. All volunteers should know what time they are to arrive and how to check in (at least 30 minutes before the event begins). Provide Wi-Fi info, supplemental activities as outlined.

- **Host college application refresher if needed.** If volunteers need a review, schedule it a day to a week prior, and cover info about the typical application, frequently misunderstood items, FAQs, how your school sends transcripts, fee waivers. (Supporting Documents)

- **Share roles with volunteers.**

- **Give front office master schedule with students and volunteer assignments.**

☐ **Prepare students.**

For College Applications

- Ask students to complete the personal information form in their Senior Launch Guide. If you're not using the Guide, check out Supporting Documents for other prep forms. Complete the forms a week in advance to keep your event running smoothly.

- Consider working with teachers/counselors to create a college application lesson, which covers college application process, deadlines, the different ways to apply (school/online, Common Application, and the Coalition Application).

- Tell students how to request official high school transcripts (e.g., form in registrar's office, online through Parchment™ or Naviance™, etc.), how to obtain ACT/SAT scores, and how to request and submit college application fee waivers, if available. (Supporting Documents)

- Work on college/scholarship essays as part of a class writing assignment. Provide writing prompts from the Common Application and/or the University of Arizona (the only AZ university with an optional essay) to teachers/students. Check college websites to get the current year's prompt.

- Provide every student an unofficial copy of their transcript to fill out their application(s).

For the Event

- Clearly communicate the goal, logistics, and expectations to students. For example, let them know if they'll remain in classrooms or need to go to another location.

- Remind them to complete prep forms in the Senior Launch Guide and bring their transcripts.

- After applications are complete, let students know what to expect next. Refer to the Senior Launch Guide and the Supporting Documents.

☐ **Communicate with Parents.**
Send an email, letter, text, or an all-call phone call to keep parents informed. Share an opt-out photo release in case they don't want their child's photos taken/used. (Supporting Documents)

☐ **Build enthusiasm, including:**

- Host an assembly, activity, or show a video beforehand to motivate students and inform them about college fit options.

- Promote the event using social media, intercom announcements, school visuals, and letters/postcards to families. (Supporting Documents)

- Ask students, volunteers, and staff to wear college-themed attire the day of the event. (Supporting Documents)

- Buy "I applied" stickers or make print outs for students to fill out and display. (Supporting Documents)

- Buy/create "Ask me about college" stickers or college pennants for staff prior to the event. (Supporting Documents)

- Raffle off/give prizes to students who complete an application, or create a school-wide goal and reward classrooms for meeting the goal. Rewards can include college-themed items, extra credit, a no-uniform day pass, and/or other donated items.

- Invite local media representatives or send press releases. (Supporting Documents)

EVENT DAY

☐ **Set up a check-in/check-out table.**
Make sure staff/volunteers are available to welcome attendees and provide nametags/directions. Provide instructions in case media arrives. Place a Survey Dropbox on this table for after the event.

☐ **30 minutes prior, gather volunteers/staff to:**

- Welcome everyone and thank them for their support.

- Share event goals.

- Remind everyone of assignments.

- Make sure everyone knows how to be contacted and reach tech support.

- Distributes surveys to all volunteers. (Supporting Documents)

☐ **Be visible.**
The event coordinator "floats" throughout the event, answering questions, addressing problems, keeping everyone on task and motivated. Make sure you have tech support's cell number and give staff/volunteers your cell number.

☐ **Volunteers and staff check on students.**
It's important to follow through with students to ensure applications are complete to increase buy-in and success.

☐ **Designate a "photographer" to take photos and post on social media.**

☐ **Keep on schedule.**
If some students need extra time, make plans to follow up to help them finish.

☐ **Keep the momentum going.**
If you have an intercom system, have the principal and or student leaders share highlights or motivational facts throughout the day(s).

☐ **Prize alert.**
If you're awarding prizes, consider posting on social media to increase excitement.

☐ **Collect survey/feedback forms.**

POST-EVENT

☐ **Compile post-event data.**
Deliver results to the GEAR UP State Office, your school's counseling department, principal's office, the Arizona Post secondary Commission, etc. Create a graphic, pie chart, or table summarizing outcomes to share with interested parties.

☐ **Send thank you emails to school staff and include survey info. (Supporting Documents)**

☐ **Mail or email thank you cards/notes to volunteers.**
Include fun data points from the survey. (Supporting Documents) Consider asking students to write or sign thank you letters/notes.

☐ **Send a message to families with the post-application checklist.**
Remind them how to support their student to follow through with action steps, like keeping up with the Senior Launch Guide. (Supporting Documents)

☐ **Share Highlights.**
Post pictures, videos, and quotes on your school website and social media.

☐ **Request feedback from volunteers, students, and staff.**
Host post-event debrief with school team and include suggestions/comments in a future planning folder.

☐ **Host make-up workshops for absent students.**
Send personal invitations to students who missed the event. Host workshops at various times to make sure all stu dents have an opportunity to participate.

☐ **Schedule check-ins with students.**
Make sure students complete the post-application-checklist in the Senior Launch Guide. (Supporting Documents)

TIP *It is important that GEAR UP Coaches, high school counselors, and teachers continue to support students as they receive acceptances/rejections. Also, help them compare financial aid packages, make their selection, and follow through with next steps to enroll and register for school next year. The Launch Guide has forms and information to assist through this phase. See Supporting Documents for additional resources.*
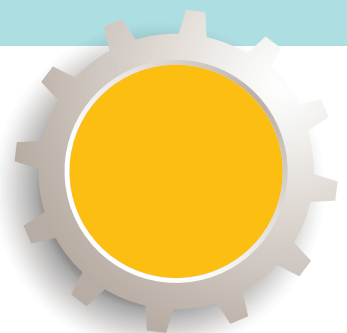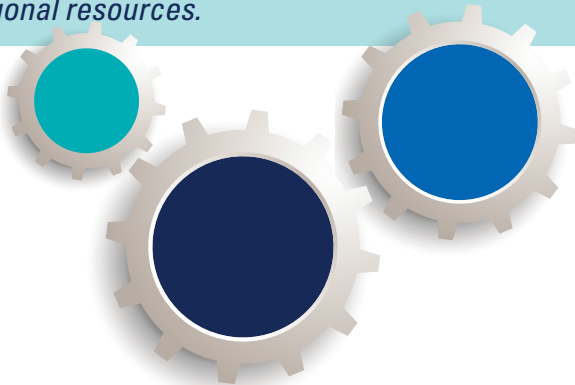
Supporting Documents

On the following pages, you'll find resources and samples documents to help you implement College Application Campaigns.

Don't hesitate to contact the Arizona GEAR UP office if you have any questions. Schools Coordinator Rebecca McIlvaine can be reached at (602) 776-4639 or Rebecca.McIlvaine@nau.edu. The Arizona GEAR UP communications' team also provides templates for all kinds of college-readiness needs. Additionally, they provide social media content for schools. Feel free to contact Melissa Fast at Melissa.Fast@nau.edu for assistance with your communications needs. Other resources can also be found at www.NAU.edu/GEARUP.
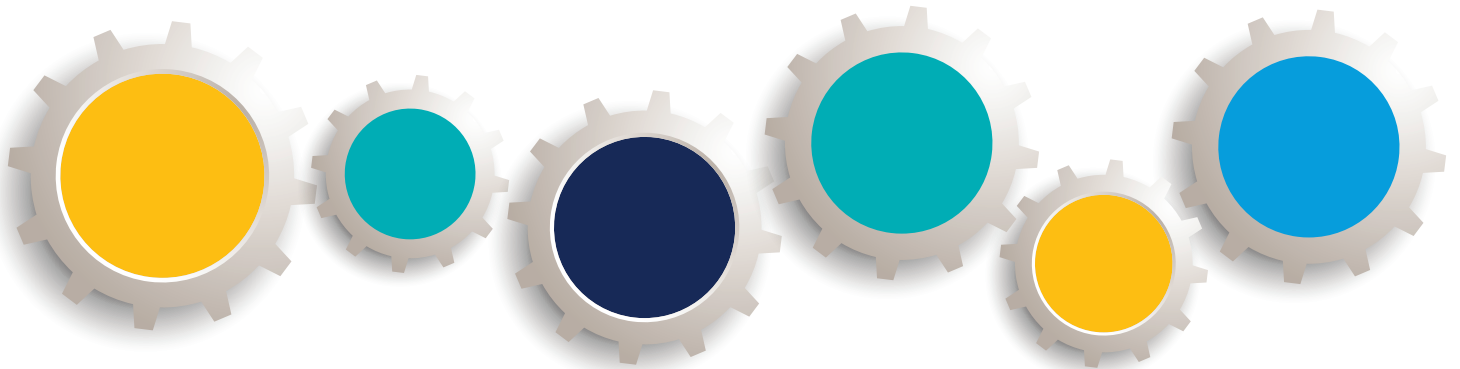
Student Personal Information Form

(This form is also in the Arizona GEAR UP Senior Launch Guide)

Once you fill this out and get your high school transcript, you'll be ready to complete most college applications. If there are items that don't apply, simply leave them blank. Also, you might need to ask your family for some details.

Many universities charge a $50 or $100 application fee, but you can often get fees waived. Ask your GU Coach how to do this.

Contact Information	
Full Name (first, middle, last)	
Street Address	
PO Box	
City, State, Zip Code	
Home Phone Number	
Cell Phone Number	
Email Address (not high school email)	
Social Security Number	
Driver's License Number & Expiration	
Date of Birth	

School Information	
Name of Current High School	
Street Address	
City, State, Zip Code	
Telephone Number	
Expected Graduation Date	
Name of Previous school	
Street Address	
City, State, Zip Code	
Telephone Number	
Dates Attended	

Colleges Attended/College Credits Earned
(List colleges you expect to receive credits, including dual enrollment courses.)

College Name	
Street Address, City, State, Zip Code	
Dates Attended	
Course Name/Number of Credits	
Course Name/Number Credits	

Academic Data (GPA, Rank, Test Scores)

Weighted GPA		Unweighted GPA		Class Rank	
SAT Date (month/year)		Composite Score			
ACT Date (month/year)		Composite Score			
AP Subject:		Score	AP Subject		Score
CLEP Subject		Score)	CLEP Subject		Score
College Placement Exam Name		Date(s)	Subject/Score Subject/Score Subject/Score		

Athletics, Clubs, and Organizations
(For each grade list your role/position.)

Name of club/sports team	Freshman	Sophomore	Junior	Senior

Honors and Awards

Name and Date of Award	Reason for Award	Sponsor

Community Service

Name of organization/contact	Description of volunteer service	Number of hours of service	Date(s) of service

Family Information and Other Personal Information

Student's status:

☐US Citizen   ☐Permanent US Resident   ☐Refugee/Asylee   ☐DACA

State of residence: _____

Have either of your parents earned a bachelor's degree or higher?   ☐Yes   ☐No

Are your parents affiliated with the US military?   ☐Yes   ☐No

Emergency Contact

Name/relationship: _____

Phone Number: _____

Address: _____

College Application Worksheet

Complete this form in preparation for College Application Day/Week/Month.

Instructions: In the top two rows of the table below, list your top three choices for college next year and why you want to attend those colleges. Visit their websites prior to College Application Day/Week/Month to make sure you have everything you need to complete your applications

After researching the application requirements, deadlines, and payment options, prepare all the items you need to apply for these colleges at the College Application Event on X/XX/XXX. Visit your school GEAR UP office for help.

	College #1	College #2	College #3
Name of School			
Why I want to attend this school			
Application Requirements: • essay • personal statement • recommendation letters • resume • proof of residency • other			
Application Deadline			
Application Costs			
Application Fee Options: • fee waiver • check • credit card • PayPal • other			
Financial Aid Filing Deadline			

College Application Day Agenda

Date
The day will follow our normal Wednesday Late-Start Schedule

Period	Start	End	Min.	Content
Zero Hour	6:35	7:20	45	Operates as usual for all teachers and students.
Passing	7:20	7:30	10	
In-Service	7:30	8:50	80	Teachers & volunteers meet in auditorium for orientation, and then go to assigned rooms.
Passing	8:50	9:00	10	
1st/2nd	9:00	10:00	60	Students arrive in classrooms. Principal makes event announcements. Teachers take attendance, review instructions/incentives/prizes. Volunteers pass out materials (schedule, room assignments, copies of transcripts, completed Personal Info Worksheets and College App Worksheets—or Launch Guides), student survey info, and answer questions.
Passing	10:00	10:10	10	Students, teachers, and volunteers proceed to assigned rooms.
3rd/4th	10:10	11:10	60	Students arrive in classrooms based on first-choice school. Volunteers and teacher(s) help as students complete applications or the Common App/Coalition App. Volunteers/teachers check student applications as students report completion. Once students complete application, volunteers encourage them to complete another, apply for scholarships, take virtual college tours, or complete supplementary activities. At 11 a.m., teacher announces 10 minutes remain to finish or save applications.
Passing	11:10	11:15	5	
Lunch	11:15	11:40	25	Teachers and volunteers encourage students to put "I Applied" Post-it notes on cafeteria wall with their name and school(s) they applied to.
Passing	11:40	11:45	5	
5th/6th	11:45	12:45	60	Students arrive in classrooms based on second-choice school. Volunteers & teacher(s) help students complete applications or the Common App/Coalition App. Volunteers/teachers review applications. Once applications are complete, volunteers encourage students to complete another, apply for scholarships, take virtual college tours, or complete supplementary activities. At 12:25 p.m., Teachers announce 10 minutes remain to finish or save applications. At 12:35 p.m., teachers stop event. Volunteers & teachers pass out exit-survey link and oversee students complete the survey or complete the sign-in/sign-out sheet. At 12:45 p.m. students hand in survey link form with name for prize drawing, and teachers/volunteers pass out "I applied" stickers and "I Applied. What's Next?" hand out.
Passing	12:45	12:55	10	Event Coordinator collects prize drawing forms.
7th	12:55	1:55	60	Everyone gathers in auditorium. Principal congratulates everyone and reminds students to talk to GU coach for help with acceptance letters and financial aid packages. Event Coordinator requests round of applause for volunteers/teachers. Head Counselor reviews "I applied. What's Next?" and "Post Acceptance Checklist." Event Coordinator awards prizes.

Volunteer Recruitment Letter

School Logo/school letterhead

School Address

Date

Dear Name of Person/Organization,

School name will host a College Application Day/Week/Month on (date). The goal is to provide every high school senior the opportunity to apply to college, with particular focus on helping students who live in low-income communities or whose parents have not attended college and who may not otherwise apply to college.

This fall, high schools across Arizona and all 50 states will host these events to help students with the application process. A critical component of College Application Events is the one-on-one support provided by volunteers who help students complete college applications. Volunteers can be high school staff, registrars and admissions officers from nearby colleges and universities and other community members.

School name is hosting its event on date(s) from time range and would welcome volunteers from your organization to work with its seniors at this important and exciting time. Volunteers may:

- greet and sign-in students;
- guide students through the application process;
- congratulate students on successful completion of their applications; and
- distribute follow-up information.

We also need at least one photographer for the event, and we're looking for donations so we can hold a prize drawing at the end of the day.

Our students will benefit from your help and support as they take this big step toward going to college.

Please contact me at email/phone number no later than sign up due date if you or any of your team can volunteer at school name's College Application event.

Thank you!

Sincerely,

GEAR UP Coach's Name
GEAR UP Coach's Title
GEAR UP Coach's Contact Info

Volunteer Orientation Materials Cover Sheet

(distribute at the orientation prior to the event—see agenda sample)

Name of school thanks you for your participation in today's College Application Event! With your help, our students will take an important step toward their future. The goal is that all students apply to at least two postsecondary institutions. In your orientation packet, you'll find:

- Today's agenda
- A list of room/teacher assignments, so you'll know where you'll be and who you'll work with
- FAQ's for college applications in Arizona
- Half-sheets with the exit-survey link and a space for the student to write their name so they can return the slip when done to be entered in the raffle.
- Materials for the supplemental activities in case students finish early.
- A map of campus.
- My cell number—text or call me if you need anything today.
- The cell number for Tech Support today.
- Volunteer Survey.

We have coffee and refreshments available in room X before the event begins. Adult restrooms are located in list location.

Thank you for helping us to reach our goal today.

At the end of the day, please fill out the volunteer survey and drop it in the box as you check out at the end of the day.

Staff Orientation Handout for College Application Day

Thank you for helping us make sure the College Application Event is a success. The goal of is to get all students to apply to at least two postsecondary institutions. Thanks, too, for your flexibility with today's alternate schedule and your support of our community volunteers. In your orientation packet, you'll find:

- Today's agenda.
- A list of room/teacher assignments, so you'll know where you'll be and who you'll work with.
- FAQ's for college applications in Arizona.
- Half-sheets with the exit-survey link and a space for the student to write their name so they can return the slip when done to be entered in the raffle.
- Materials for the supplemental activities in case students finish early.
- A map of campus.
- My cell number—text or call me if you need anything today.
- The cell number for Tech Support today.
- Staff Survey.

We have coffee and refreshments available in room XX before the event begins. Please feel free to stop by during passing period, planning period, or after the event to grab a snack and to meet the other volunteers.

As you can see on the agenda, you and the volunteer you'll be working with will have about 30 minutes to prepare your room before the students arrive. Please use this time to discuss which of you will take the lead on each task. Between both of your packets, you should have enough materials for all your students. Please keep the extra materials and return them to room XX at the end of the day.

Thank you again for helping us to reach our goal today! Please fill out the staff survey online at fill in link by XXXX or included in this packet at the end of the day.

College Application Event Sign-Out Sheet

_____ **High School**

Date:

Last Name	First Name	Student Initials	Schools where you applied today		
Note: Suggest the names be pre-populated based on student room assignments					

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College Application Event Student Survey
This can be made accessible via Google forms or Survey Monkey or can be a hard copy.

First Name:_____ Last Name: _____ Date of Birth:_____

1. How many college applications did you successfully complete or submit today?

2. Please write in or check the institutions that you applied to today.

AZ Four-Year Universities
- ❏ Arizona State University
- ❏ Grand Canyon University
- ❏ Northern Arizona University
- ❏ University of Arizona
- ❏ Other _____

AZ Tribal and Community Colleges

- ❏ Arizona Western College
- ❏ Central Arizona College
- ❏ Chandler-Gilbert Community College
- ❏ Cochise College
- ❏ Coconino Community College
- ❏ Dine College
- ❏ Eastern Arizona College
- ❏ Estrella Mountain Community College
- ❏ Glendale Community College
- ❏ Mesa Community College
- ❏ Mohave Community College
- ❏ Northland Pioneer College
- ❏ Paradise Valley Community College
- ❏ Phoenix College
- ❏ Pima Community College
- ❏ Rio Salado Community College
- ❏ Scottsdale Community College
- ❏ South Mountain Community College
- ❏ Yavapai College

Out of State School(s)

❏ list here_____

3. Will you be the first person in your family to go to college?   ❏ YES   ❏ NO

4. Was the student personal information worksheet helpful to prepare for the college application process? ❏ YES   ❏ NO

5. Was this College Application Day Event your first attempt at filling out college applications? ❏ YES   ❏ NO

6. Did someone help you today in filling out a college application? ❏ YES   ❏ NO

7. Please write the name of the person (people) who helped you today (include classroom teacher, volunteer, or peers).

8. What can we do to make College Application Day better next year?

9. Please provide your email address and cell number, so we can let you know about FAFSA or other college events.

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College Application Event Survey

Your High School College Application **Week**
Post-event Survey

STEP 1: go to **Survey Link/QR Code**

STEP 2: complete the survey

STEP 3: write your name: _____

STEP 4: turn in your slip to your teacher to be entered into the drawing!

Insert
School
Logo

Your High School College Application **Week**
Post-event Survey

STEP 1: go to **Survey Link/QR Code**

STEP 2: complete the survey

STEP 3: write your name: _____

STEP 4: turn in your slip to your teacher to be entered into the drawing!

Insert
School
Logo

Your High School College Application **Week**
Post-event Survey

STEP 1: go to **Survey Link/QR Code**

STEP 2: complete the survey

STEP 3: write your name: _____

STEP 4: turn in your slip to your teacher to be entered into the drawing!

Insert
School
Logo

Ideas for Campus Visuals

Bulletin Boards

Create an "I Applied" bulletin board or wall in the cafeteria. Just before students go to lunch, pass out post-its for them to write their name and the name of school they applied to, and post it to the bulletin board.

Or, you can have students hold college pennants and create a "photo booth." Staff can join in by wearing their own college t-shirts.

Student Tracking College Applications

(This form is also in the Senior Launch Guide)

	Application Deadline (note priority deadline if applicable)	Date you applied	Date you sent application payment/ waiver	Date you sent your official HS transcript if required	Date you sent college transcript if applicable	Date you sent test scores: CLEP, AP, ACT, SAT	Received response: Accepted Yes or No	Financial award letter received and reviewed Yes or No
College #1								
College #2								
College #3								
College #4								
College #5								

Student Tips: College Application Day

1. Find the websites you need to apply on-line.

   ❏ Common Application for participating colleges
   ❏ Coalition Application for participating colleges
   ❏ Individual college websites

2. Complete College Applications.

   ❏ Fill in all required information.
   ❏ Ask for help if you need it.

3. Ensure all information is correct.

   ❏ Legal name, not nickname

4. Check off any additional items you need to submit or confirm after today.

   ❏ Essays
   ❏ Transcripts
   ❏ SAT or ACT scores
   ❏ Recommendation letters
   ❏ Application fee or fee waiver

5. Print copy of application confirmation pages.

   ❏ Create a college application folder and save all application confirmation pages.

6. Track your applications in your Launch Guide or using the "I Applied. What's Next?" form.

   ❏ Make sure to complete steps required by each school you applied to today.
   ❏ Check your email for notices about missing application information or acceptance.

7. Follow-up.

   ❏ Submit any additional items checked in #4 to your colleges.

8. Select and enroll in the college of your choice.

   ❏ Follow next steps in the Launch Guide or "After You Are Accepted" handout, and any instructions from your college.
   ❏ Ask your GEAR UP Coach for help, if needed.

9. If you have not submitted your FAFSA, do so soon. It's available at fafsa.gov.

Congratulations! You are on your way to college

"I Applied. What's Next?"

Congratulations! You are now on the path to college. This is what you can expect next.

Application Follow-up
- ❏ Mail or submit your application fee (or a fee waiver or deferral form).
- ❏ Request your official transcript to be sent to the college(s).
- ❏ Submit essays, as required.
- ❏ Ask your references or school counselor to send letters of recommendation, if required.
- ❏ Request official transcripts from any colleges where you've earned credit while in high school (dual enrollment) to be sent to the college(s) you have applied to.
- ❏ Request required official test scores—ACT, SAT, AP, IB, CLEP, or TOEFL.

Apply for Financial Aid
You'll need to complete the Free Application for Federal Student Aid, the FAFSA, which is your key to aid to help pay for college. This should be done as soon as possible after October 1 when it is available online at fafsa.gov.
Save the date for the school name FAFSA completion workshops on date at time hosted at location.

When will you hear from the colleges and how?
You may be notified by mail or email of your acceptance (or if anything is missing from your application). Check your email and mail, regularly.

Know your deadlines
Make sure you know the deadlines for all of your colleges, so you don't miss any important steps or decisions that may impact you later. There are deadlines for:
- ❏ Financial Aid (varies by college)
- ❏ Acceptance (usually by May 1st)
- ❏ Residence choices (varies by college)

While you are waiting
Spring seems far away but take some time to thank those people who have helped you on your path to college…counselors, your recommenders, mentors, coaches, or anyone else who has been an inspiration for you to go to college. Be proud! You are going to college!

Before you leave for summer break
Be sure to request your official final high school transcripts be sent to your college (many high schools are closed much of the summer).

Check your emails and voicemail through the summer. If your email or phone number changes, update your college and/or scholarship offices. Once you select your college, find out and follow the required steps and deadlines to enroll.

College Application Fee Waiver Information

Many colleges and universities charge an application fee of $50 or $100.

If this causes a financial hardship, you can get a fee waiver for Arizona State University, Northern Arizona University, or the University of Arizona. A School Counselor or GEAR UP Coach can sign the request for waiver form. An image of an Arizona waiver form is on the next page. Contact your head School Counselor or the AZ GEAR UP State Office for a PDF of the waiver. In some cases, universities may provide a waiver code that can be entered on the online application, in lieu of needing to mail a wavier form. If a code is provided to the AZGU State Office, you will be notified so that it will be shared with eligible students during your College Application Campaign.

In addition, both the College Board and National Association for College Admission Counseling (NACAC) provide waiver request forms that are accepted by many colleges.

Application Fee Waivers through the College Board
Students who received a fee waiver from the College Board for the SAT will receive four application fee waivers directly from the College Board through their College Board accounts. Students are assigned a unique fee waiver code they can submit with up to four college applications.
The colleges and universities that accept SAT waivers are listed in the SAT Fee-Waiver Directory of Colleges.

Application Fee Waivers through NACAC
Students who did not take the SAT, or plan to apply to more than four schools, may also use the NACAC application fee waiver: NACAC National College Fairs- Application Fee Waiver (nacacfairs.org).

School counselors can help students fill out this form.

Suggested annual family income guidelines for this waiver depend on family size. However, income is not the only determining factor in application fee waivers; many are based on the counselor's personal knowledge of family circumstances. Learn more about the fee waiver eligibility requirements at NACAC National College Fairs- Frequently Asked Questions (nacacfairs.org).

Arizona State University	Northern Arizona University	University of Arizona

REQUEST FOR WAIVER OF APPLICATION FEE

For Arizona residents for whom payment of the admission application fee would be a financial hardship. This fee is required of all Arizona residents applying for undergraduate admission to Arizona State University, Northern Arizona University, or the University of Arizona.

- Counselors: by signing this form you are certifying a student's need for a fee waiver.

- If your student has already submitted an on-line application, please send this form to the appropriate address at the bottom of the page.

- If your student plans to submit a paper application, please attach this form to the application.

- The application fee must be waived or received prior to any application priority deadline.

Student's Last Name_____First Name_____MI_____

Date of birth_____

Street Address_____

City_____State_____Zip Code_____

Semester and year for which student is seeking admission_____

High School Name_____

Counselor's Signature_____Date_____

Counselor's Name Printed_____

Student's Signature_____Date_____

Please send completed forms to the Office of Undergraduate Admissions at the appropriate school:

Arizona State University	Northern Arizona University	University of Arizona
PO Box 870112	PO Box 4084	PO Box 210073
Tempe, AZ 85287-0112	Flagstaff, AZ 86011	Tucson, AZ 85721-0073
Fax: 480.965.3610	Fax: 928.523.6023	Fax: 520.621.9799

Student/Family Information Letter—English

(Note: This sample requires mailing the Student Personal Information Form and a Photo Opt-Out Form with this letter)

School logo and/or address/letterhead

Date

Dear Students and Families,

We are pleased to announce school name will participate in the College Application Day/Week, date(s), joining high schools across the state and country who will host events to assist students with the college application process.

The goal of this event is to provide an opportunity for all seniors to complete at least one college application. To us, college means any education program beyond high school including certificate programs, two-year degree programs, and four-year degree programs.

To prepare for College Application Day/Week, your child should complete the attached Student Personal Information Form by due date, as it has all the important information needed to complete any college application online. We expect students and families may need to work together to gather the required information.

We will take photos and videos during the event to post on our website and social media. If you do not want your student's photo used, you must complete and submit the attached "opt-out" form.

If you are interested in volunteering during the event, please let me know. Volunteers can greet students or other volunteers, assist students with the completion of college applications, or help with other logistics such as posting signs in hallways and classrooms or taking pictures.

If you have any questions, please contact me at email address or call 000-000-0000.

Thank you in advance for your support of this exciting opportunity to help students move one step closer to achieving their dreams.

Sincerely,

GEAR UP Coach or Principal's Name
GEAR UP Coach's or Principal's Title

Student/Family Information Letter—-Spanish

School logo and/or address/letterhead

Date

Estimados estudiantes y familias:

Nos complace anunciarles que <<school name>> participará en el evento <<College Application Day/Week>>, el día , y se unirá a las demás escuelas en todo el estado y alrededor del país que organizarán eventos y actividades para ayudar a los estudiantes con el proceso de solicitud de ingreso a la universidad.

El objetivo de este evento es brindar una oportunidad para que todos los estudiantes de último año completen al menos una solicitud para la universidad. Para aclarar, los estudiantes pueden completar cualquier solicitud de las diferentes opciones para educación superior, las cuales incluyen universidades, programas de certificación, programas para titularse en dos años y para titularse en cuatro años.

Para prepararse para el <<College Application Day/Week>>, su hijo debe completar el formulario de información personal del estudiante adjunto antes del día <<due date>>, ya que contiene toda la información necesaria para completar cualquier solicitud de ingreso a la universidad en línea. La expectativa es que los estudiantes y sus familias necesitarán trabajar juntos para recopilar la información requerida.

Tomaremos fotos y video durante el evento para publicar en nuestro sitio web y redes sociales. Si no desea que se use la foto de su hijo, debe completar y enviar el formulario de "exclusión voluntaria" adjunto a esta carta.

Si usted quisiera ser voluntario durante este evento, hágamelo saber. Los voluntarios pueden recibir y dar la bienvenida a los estudiantes o a otros voluntarios, pueden ayudar a completar las solicitudes para la universidad o pueden ayudar en otras áreas de logística, como colocando letreros en los pasillos y aulas o tomando fotografías.

Si tiene alguna pregunta, comuníquese conmigo a la dirección de correo electrónico <<email address>> o llame al <<000-000-0000>>.

Gracias de antemano por su apoyo a esta emocionante oportunidad de ayudar a los estudiantes a avanzar un paso más hacia la realización de sus sueños.

Atentamente,

<<GEAR UP Coach or Principal's Name>>
<<GEAR UP Coach's or Principal's Title>>
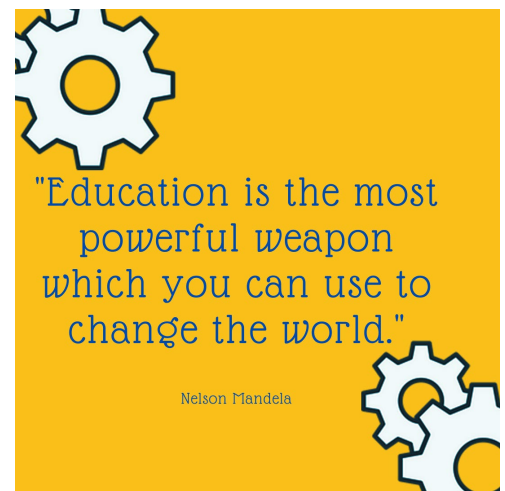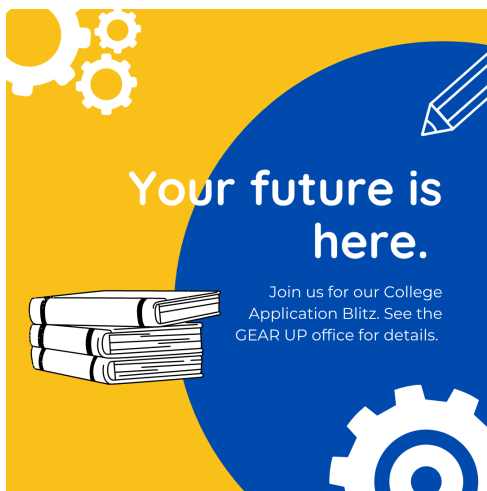
Social Media Promotions

Social media is a great way to connect with your students and families. If you haven't already done so, post on your school pages or start a school GEAR UP page. The communications team at Arizona GEAR UP is a great resource if you have any questions along the way. Below are some sample posts, and our 5E Schools will find school-specific graphics in MS Teams. Don't forget to tag Arizona GEAR UP on your posts, so we can easily share. We've included AZ GEAR UP accounts below as well as hashtags to include on all your posts.

Facebook: https://www.facebook.com/AZGEARUP \
Twitter: @ArizonaGEARUP
Instagram: @azgearup

Hashtags
#IheartGEARUP
#GEARUPworks

1. People with a bachelor's degree earn 75% more than people with a high school diploma. Join us for our College Application Blitz on XXX. #GEARUPworks

2. Did you know that nearly 70% of jobs require training after high school? Join us for our College Application Blitz on XX to prepare for your future. #GEARUPworks

3. Graduation is around the corner. What's next? Join us for our College Application Blitz on XXX. #GEARUPworks

4. Get future-ready. Join us for our College Application Blitz on XXX. #GEARUPworks.

5. "Education is the most powerful weapon which you can use to change the world," said Nelson Mandela. Join us for our College Application Blitz on XX.

6. College is tough, but so are you. Join us for our College Application Blitz on XX.

7. "Education is our passport to the future, for tomorrow belongs to the people who prepare today," said Malcolm X. Join us for our College Application Blitz on XXX.

8. "If you want something you've never had, you must be willing to do something you've never done," Thomas Jefferson. Join us for our College Application Blitz on XXX

9. "The best way to predict your future is to create it," Abraham Lincoln. Join us for our College Application Blitz on XX #GEARUPworks

10. Dreams await. Join us for our College Application Blitz on XX. #GEARUPworks.

Your future is here.
Join us for our College Application Blitz. See the GEAR UP office for details.

Keep Calm
AND
APPLY TO COLLEGE

"Education is the most powerful weapon which you can use to change the world."

Nelson Mandela

Press Release Template—English

Include information specific to your event and send to local media outlets (newspapers, TV stations, community newsletters, etc.). Also, post on your school or organization website. Update the highlighted pieces with your school's event information.

FOR IMMEDIATE RELEASE

DATE

For more information, please contact:

Name, Title
School
Phone
Email Address

SCHOOL NAME WILL HOST A COLLEGE APPLICATION CAMPAIGN

City, State—To assist students in applying to college, High School will host a College Application Blitz on date. This event will be held during the school day with the goal that all students are given support to apply to at least one college of their choice.

College applications can be confusing and time-consuming, especially for students who will be the first in their family to attend college. As a result, students who have dreams of continuing their education after high school often stumble at this very first hurdle and therefore fail to achieve their goals.

Name of GEAR UP Coach or School Principal, expects more than # seniors to apply to at least one college with the help of volunteers, teachers, administration, school staff members, and college and community resources during this event.

For more information about Name of Your High School, please contact GEAR UP Coach at Contact Information.

- END -

Press Release Template—Spanish

Include information specific to your event and send to local media outlets (newspapers, TV stations, community newsletters, etc.). Also, post on your school or organization website. Update the highlighted pieces with your school's event information.

PARA SU PUBLICACIÓN INMEDIATA

DATE

Para más información, comuníquese con:
Name, Title
School
Phone
Email Address

<<SCHOOL NAME>> LLEVARÁ A CABO UNA CAMPAÑA DE SOLICITUD UNIVERSITARIA

<<City, State>>—Para ayudar a los estudiantes a aplicar a la universidad, <<School>> organizará un evento de solicitud para la universidad el día <<date>>. Este evento se llevará a cabo durante el día escolar con el objetivo de que todos los estudiantes reciban apoyo para postularse en al menos una institución de educación superior de su elección.

Las solicitudes para la universidad pueden ser confusas y requerir mucho tiempo, especialmente para estudiantes que serán los primeros en su familia en asistir a la universidad. Como resultado, los estudiantes que sueñan con continuar su educación después de high school a menudo tropiezan con este primer obstáculo y, por lo tanto, no logran sus metas.

<<Name of GEAR UP Coach or School Principal>>, espera que más de <<#>> estudiantes de último año se postulen para al menos una universidad con la ayuda de voluntarios, maestros, administrativos, miembros del personal escolar, así como recursos comunitarios y universitarios durante este evento.

Para obtener más información sobre <<Name of Your High School>>, comuníquese con <<GEAR UP Coach>> en <<Contact Information>>.

- CIERRE -

Staff and Volunteer Survey
** this can be made accessible via Google forms or Survey Monkey or can be a hard-copy**

College Application Event Volunteer/Staff Survey

1. Name (Optional)

2. Please briefly describe your role/responsibilities during name of high school's College Application Event.

3. Approximately how many students did you assist one-on-one?

4. Did you feel there was adequate information and training for today's event? If not, what additional information or training would have been helpful?

5. What were your favorite aspects of name of high school's College Application Event?

6. What could we improve next year? Please give a detailed description of any issues that occurred and any suggestions you have for improvements.

Again, we thank you for your support and for taking the time to fill out this survey to help us improve next year!

Thank You Email for Staff

Thank you so much for your participation in name of school's College Application Day Event! Your hard work and dedication made it possible for # seniors to complete # college applications. We are very proud of the work that you do every day to put students first! If you have not had a chance to fill out the staff survey, please do so by due date and link. The school team will meet on day at XX time in room XX to review the survey information, so we can make changes and improvements to next year's event. If you are interested in participating in the debrief session, please let me know so that I can send you the student, volunteer, and staff survey results ahead of the meeting. If you are interested in being on the school's College Application Day Event planning team next year, please let me know.

Thank you,

(GEAR UP Coach or Principal's Name)

(GEAR UP Coach's or Principal's Title)

Volunteer Thank You Letter

School Logo/Letterhead
School Address

Date

Dear Volunteer Name,

On behalf of Name of Your High School and our students, I would like to personally thank you for volunteering your time at our College Application event. This event could not have been successful without your help and the help of many others who volunteered their time.

During our College Application Day, # seniors submitted # college applications. Thanks to our seniors' hard work and your help, they are one step closer to actualizing their dreams of attending college next year!

Include this if you plan to administer a volunteer survey after the event, after the thank you notes go out: To improve our College Application events and your volunteer experience, please complete our short survey at your convenience: [survey link]

Once again, Name of Your High School thanks you for your efforts and contributions at our College Application event.

Thank you!

(GEAR UP Coach or Principal's Name)

(GEAR UP Coach's or Principal's Title)

Post Event Family Thank You Letter—English

School Logo/Letterhead
School Address

Date

To the family of name of student,

On behalf of Name of Your High School, I would like to congratulate you on your child's participation in our College Application event. This event could not have been successful without your child's dedication.

During our College Application Day, # seniors submitted # college applications. Thanks to our seniors' hard work and help of the volunteers from our community, they are one step closer to actualizing their dreams of attending college next year.

We are proud of our students for taking this step—applying to college. The more important step, however, comes next—selecting and enrolling at a college. We have provided several tools to help students track their college applications, complete all the required steps, and to select, accept admission, and enroll at the college they ultimately choose. If you have not already talked to your child about the Senior Launch Guide, now might be a good time to do that. Students have been using these Guidebooks this year to help them make decisions, take next steps, and keep organized to "launch" into their chosen life after high school. OR, Attached, you will find a post-application checklist and a post-acceptance checklist. We appreciate all you do to support your child through the complicated process of enrolling in college. We are, of course, always available to answer any questions about the process.

Once again, Name of Your High School thanks you for your support of our College Application Event. If you would like to volunteer at next year's event or know of people who would, please contact me at the number listed below.

We also wanted to let you know that you can check out photos from our College Application Event on our website and social media page. Provide URLs. Please also save the date for the upcoming FAFSA Family Workshops on date, in the school cafeteria. Workshop details can be found here link.

Thank you!

(GEAR UP Coach or Principal's Name)

(GEAR UP Coach's or Principal's Title)

Post Event Family Thank You Letter—Spanish

<<School Logo/Letterhead>>
<<School Address>>

<<Date>>

A los padres de <<Name of Student>>,

En nombre de <<Name of Your High School>>, me gustaría felicitarlos por la participación de su hijo en nuestro evento de solicitud universitaria. Este evento no podría haber tenido éxito sin la dedicación de su hijo.

Durante nuestro Día de Solicitud Universitaria, un total de <<#>> estudiantes de último año presentaron un total de <<#>> solicitudes. Gracias al arduo trabajo de nuestros estudiantes de último año y a la ayuda de los voluntarios de nuestra comunidad, están un paso más cerca de hacer realidad sus sueños de asistir a la universidad el próximo año.

Nos sentimos muy orgullosos de nuestros estudiantes por dar este paso – aplicar a la universidad. Sin embargo, el paso más importante es el siguiente – escoger e inscribirse en una universidad. Hemos proporcionado varias herramientas para ayudar a los estudiantes a rastrear sus solicitudes universitarias para garantizar que completen todos los pasos requeridos y, en última instancia, decidan y asistan a la universidad de su elección. Si aún no han hablado con su estudiante sobre la Guía Launch para estudiantes de último año, ahora es un buen momento. Los estudiantes han estado usando estas Guías para ayudarse a tomar decisiones y dar los pasos necesarios para "lanzarse" a la vida después de high school. <<ANOTHER OPTION>>: Adjunto encontrarán una lista de verificación posterior a la solicitud y una lista de verificación posterior a la aceptación. Agradecemos todo lo que hacen para apoyar a su hijo durante el complicado proceso de inscripción en la universidad. Por supuesto, nosotros estamos disponibles para responder cualquier pregunta sobre este proceso en todo momento.

Una vez más, <<Name of Your High School>> le agradece su apoyo a nuestro evento de Solicitud Universitaria. Si desean ser voluntarios en el evento del próximo año o conocen personas que quisieran hacerlo, comuníquese conmigo al número impreso a continuación.

También queremos hacerle saber que puede ver fotos de nuestro evento de Solicitud Universitaria en nuestro sitio web y páginas de redes sociales. <<Provide URLs>>. Por favor, también guarde la fecha para los próximos talleres familiares FAFSA a llevarse a cabo el día <<date>> en la cafetería de la escuela. Los detalles del taller se pueden encontrar aquí <<Link>>.

¡Gracias!

<<GEAR UP Coach or Principal's Name>>

<<GEAR UP Coach's or Principal's Title>>

After You Accept Admission Handout—English

After you accept admission into the college of your choice, there will be important tasks you'll need to complete in the months before the first day of college. Your college will communicate about these tasks through your new college student account or via email. Check your student account and your email address regularly to stay on top of everything. This checklist includes common first steps for new college students:

❏ **Pay or defer your enrollment deposit.**
The enrollment deposit confirms your acceptance and begins the process of signing up for an orientation and/or registering for classes. If you're eligible for a Pell grant, and in other circumstances, you may request to defer the enrollment deposit to a later time. Contact your college to ask about deferment.

❏ **Review financial aid offer to accept/decline awards; check if you were selected for FAFSA verification.**
Check your financial aid status on your student account and your email for important notices about any additional paperwork required for scholarships or your Pell Grant. This step is crucial because there may be important deadlines and paperwork required that takes time to process. If you have questions about FAFSA verification, contact your future college's financial aid office.

❏ **Apply for housing.**
If you will live on-campus, review your housing options, and apply/select the residence hall where you would like to live. This may require a housing deposit.

❏ **Take a placement test.**
Many colleges require placement tests before registering for courses. You may need to schedule an in-person test time at your college, or in some cases, the college will email instructions to take tests online. Either way, brush up on math and English basics to do your best on the test.

❏ **Participate in an orientation.**
Review the orientation dates and options and select the earliest possible date that works with your schedule.

❏ **Following high school graduation, send your final transcript.**
Most colleges require a final high school transcript after graduation. Since many high school campuses are closed or have irregular hours during the summer, before the last day of school, request that your transcript be sent to your college. Write down the contact information for the person from your school who can answer transcript questions over the summer.

Name: _____   Email: _____

Phone: _____   Office hours:_____

❏ Register for classes.

Registering for courses differs from college to college. Some colleges schedule time for students to meet with advisors and register for courses during orientation. Other colleges give you the option to register online. Your college will inform you of their process via your college email or student account. Don't hesitate to make an appointment with an advisor if you have questions.

❏ Submit your immunization records.

You may be required to submit your immunization records. You can either scan and upload your immunization card online or ask your high school counselor if your school can include immunization records on your official high school transcript.

❏ Be on the lookout for summer bridge program invitations

Summer bridge programs can give you a jump-start on adjusting to your new school; they can help bring you up-to-speed on academic subjects before taking college classes, and can give you an opportunity to meet other students. Ask about them and sign up to participate!

There may be more steps to complete before the first day of classes. The important thing to remember is to always ask questions if you're in doubt about anything. Also, check your email regularly, so that you don't miss important reminders or deadlines.

After You Accept Admission Handout—Spanish
Después de Ser Aceptado en una o más Universidades

Después de aceptar la admisión en la universidad de tu elección, deberás completar tareas importantes en los meses previos al primer día de universidad. La universidad se comunicará contigo a través de tu nueva cuenta de estudiante universitario o por correo electrónico. Revisa tu cuenta de estudiante y tu buzón de correo electrónico con regularidad para conocer los próximos pasos. Esta lista de verificación incluye algunos requisitos comunes para los nuevos estudiantes universitarios:

❏ **Pagar o aplazar el depósito de inscripción.**
El depósito de inscripción es una cuota para confirmar tu aceptación y comenzar el proceso para registrarte en una sesión de orientación e inscribirte en tus clases. Si eres elegible para una Concesión Federal Pell, además de algunas otras circunstancias, calificas para hacer el pago del depósito de inscripción en una fecha posterior mediante un "aplazamiento". Comunícate con la universidad para preguntar sobre un aplazamiento.

❏ **Revisa las ofertas de ayuda financiera para aceptar o rechazar lo que te ofrecen y para confirmar cualquier verificación FAFSA.**
Verifica el estatus de tu ayuda financiera en la cuenta de estudiante y revisa tu cuenta de correo electrónico para recibir avisos importantes sobre cualquier documento adicional que necesites para tus becas o para tu Concesión Federal Pell. Este paso es crucial debido a los plazos y tiempos de procesamiento de la ayuda financiera. Si tienes preguntas sobre la verificación FAFSA, comunícate con la oficina de ayuda financiera de la universidad.

❏ **Aplica para tu dormitorio.**
Si vas a residir en el plantel, revisa tus opciones de alojamiento y solicita o escoge el dormitorio donde te gustaría vivir. Quizás tengas que pagar un depósito.

❏ **Presenta un examen de nivel.**
Muchas universidades requerirán que realices un examen de nivel antes de inscribirte en los cursos. Quizás tengas que programar una cita en persona para ir a la universidad a presentar ese examen o, en algunos casos, recibirás un correo electrónico con instrucciones sobre cómo presentar el examen en línea. De cualquier manera, recuerda repasar tus conocimientos básicos de matemáticas e inglés para prepararte, y así hacer tu mejor esfuerzo durante dicho examen.

❏ **Participa en una sesión de orientación.**
Revisa las fechas y las diferentes opciones para una sesión de orientación y escoge una fecha lo más temprano posible que se ajuste a tu horario.

❏ **Envía tu expediente académico final (después de tu graduación de high school).**
La mayoría de las universidades solicitarán que presentes tu expediente académico final después de tu graduación de high school. Dado que muchas escuelas están cerradas o tienen horarios irregulares durante el verano, planifica con anticipación. Antes del último día de clases, solicita que se envíe tu expediente académico a tu universidad. Anota el nombre y la información de contacto de la persona en tu escuela que pueda responder preguntas sobre el expediente académico durante el verano en caso de que lo necesites.

Nombre: _____   Correo Electrónico: _____

Teléfono: _____   Horario de Oficina: _____

❏ **Regístrate en tus cursos.**
El proceso de inscripción a los cursos varía de una universidad a otra. Algunas universidades programan tiempo para que los estudiantes se reúnan con los asesores académicos y se registren en los cursos durante la orientación. Otras universidades te dan la opción de inscribirte en línea. El proceso se te comunicará a través del correo electrónico de la universidad o tu cuenta de estudiante. No dudes en programar una cita con un asesor si tienes alguna pregunta.

❏ **Envía tu registro de vacunación.**
Es posible que debas enviar tu cartilla o registro de vacunación. Puedes hacerlo escaneando y subiendo la cartilla de vacunación para someterla en línea, o preguntándole a tu consejero si tu escuela puede incluir registros de vacunación en tu expediente académico oficial de high school.

❏ **Mantente al pendiente de invitaciones a programas de verano, ya sea por correo regular o correo electrónico.**
Los programas de verano pueden darte un impulso para adaptarte a tu nueva escuela, ayudarte a actualizarte en materias académicas antes de tomar clases universitarias y brindarte la oportunidad de conocer a otros estudiantes. Revisa el correo electrónico de la universidad para ver si hay invitaciones, investiga más información, e inscríbete para participar.

Quizás tenga que completar más pasos antes del primer día de clases. Lo más importante que siempre tienes que recordar es hacer preguntas si tienes dudas sobre alguno de los pasos y revisar tus correos electrónicos con regularidad para no perderte recordatorios importantes ni fechas límite.