

College /Trade School Planning Tool

- List your top college/trade school choices in Naviance under “Colleges I’m Thinking About.”
 - Type of School- 4 year, 2 year, trade school
 - Size
 - Location
 - Academic Programs offered
 - Reach, Realistic, Safety

- Identify your college budget and discuss with parents/guardians.

- Start Researching College admission criteria i.e. GPA, SAT/ACT testing, high school course requirements.

- Research application requirements.

- Research individual college, university, or trade school grants and scholarships.

- Schedule visits to schools you have identified on your colleges/trade schools of interest list.

- Request letters of recommendation from teachers with whom you feel most connected. Identify career interests, college major and provide a list of accomplishments, extracurricular activities, awards etc. The use of the attached form provided is mandatory
 - Step 1- Complete form for Letter of Recommendation Request
 - Step 2- Ask teacher(s) in person- Keep a list and see counselor with form and names of teachers who will be writing letters.
 - Step 3- Place request for letter in Naviance, teacher will receive an email
 - Step 4- Check with counselor for completion

- Research Scholarships
 - CCTECNJ.org - Guidance tab will have a listing of scholarships that all CCTEC students may apply for, watch for the link.

- Additional sites to investigate:
 - StudentAid.gov/scholarships
 - Scholarships.com
 - Fastweb.com
 - CollegeNet.com
 - FinAid.com
 - Collegeboard.org
 - Raise.me

- Start thinking about your application essay, what makes you stand out? How can you highlight your strengths beyond academics? Begin to research themes. You can google common college application themes. Be sure that your essay is your original work.

Moving into summer....

- Which application will you be using i.e. Common Application, Universal College Application, Coalition Application, or individual college/university application?

- Have all of your personal information handy. Create a folder to include:
 - High School transcript
 - Standardized test scores
 - Parent information
 - Resume

- **Know your application and scholarship deadlines!!!**

*FAFSA opens October 1st, 2019. CCTEC will host FAFSA workshops to guide you through the process. Parent/Guardian 2018 tax returns will be needed.

Make an appointment with your counselor and attend our summer application boot camp! We are here to help guide you.