

~ GET ORGANIZED ~

CREATE A THREE RING BINDER WITH CLEAR SLEEVES AND INCLUDE THE FOLLOWING INFORMATION:

- *Letters of Recommendation: When submitting your request for a letter of recommendation, ask for a General Letter, so that it can be used for college applications, scholarships and job applications. I have found that having at least four letters of recommendation in your binder is very helpful. You will need at least two from your core teachers, one from your employer, and one from a community member, if you can. Try to include an activity list with your request for a letter of recommendation. This will assist them in writing a more detailed accurate description of you.
- *Once you have your letters of recommendation make copies and place the original in the front of the clear sleeve and place the copies behind it, so that you can grab copies as needed
- *Complete an activity list with everything you've done from 9th-12th grade, and continue updating it through the end of your senior year. This will come in handy for college applications as well as scholarships and future jobs.
- *Request copies of your transcripts and test scores (1 unofficial and 4 official copies).
- *Keep copies of test registration (P-SAT, SAT & ACT) and final test scores.
- *Financial Aid: Keep your pin number for yourself and a parent with a completed copy of your FAFSA printout. Remember it is important to keep your pin number in a safe place. This is the number you will need every year when applying for financial aid.
- *Make a copy of college applications, and scholarships that you have applied for. Every year a student has had some kind of mix up with their application being lost or misplaced.
- *Keep a copy of all communications from the colleges you have applied to.
- *Write a 250 word and a 500 word essay on, "Your Personal Career Goals", you can change the title and add or take away as needed to fit each essay. Tell them something unique about yourself and maybe a personal experiences that defines who you are. Then what you've done, and are planning to do, and how you plan to do it. Try to make it a little more personal than the other thousands of applicants.

OTHER HELPFUL HINTS

Don't forget to check online early in the fall as to when the college applications are due. Some colleges offer free applications process if you apply online.

Check scholarship dates for each college, and prepare as soon as possible.

Don't forget to ask about the Western Under graduate Exchange Program (WUE) if you are planning to attend an out of state college.

Plan to send your completed FAFSA application in by January 1st each year.

Scholarships and colleges are looking for similar things, students that are taking the time to read the applications and follow the directions. Take your time and get organized!