**November Senior Check-In**

* Complete the **Residency Determination Service**
* Complete an **application for admission** to each of your colleges
* Submit the **supplemental documents**:
  + **SAT/ACT scores**
  + O**fficial high school transcript**
  + **Letters of recommendation.** Be sure to give your **brag sheet** to your recommenders
  + **Essay** or **interview** (optional depending on the school)
* File the **FAFSA**

**\*See the back for more details!**

**Checklist Details**

* Complete the **Residency Determination Service**. This is done to prove that you are a resident of North Carolina and will allow you to receive in-state tuition at state colleges and universities. You can complete the RDS at [www.ncresidency.org](http://www.ncresidency.org). If you have an account through the College Foundation of North Carolina (CFNC), you can use your same login information. Once completed, the RDS will provide you with a Residency Certification Number (RCN), that some colleges may ask for on the application and others will ask for during the financial aid process.
* Complete an **application for admission** to your colleges. This can be done via CFNC, Common App, Coalition App, or directly through the school’s website.
* Submit the supplemental documents for each school, including:
  + Your **SAT/ACT scores**. Most schools require your official scores sent directly from the College Board or ACT website. You will need to log into your account and request for the scores to be sent directly to each school.
  + Your **official high school transcript**. If applying through CFNC, click the “Apply” tab, then the “To College” tab, then click on “Application Hub”, and “Request my transcript”. Be sure to select all of your schools. If applying through Common App or Coalition App, make sure to include your counselor’s name and email address so that the request will be sent. If you are applying directly through the school’s application, check with your counselor to have your transcript sent.
  + Ask your teachers or counselor to provide a **letter of recommendation.** If you are applying through Common App or Coalition App, you will include your recommender’s name and contact information. Be sure to give them (and your counselor) a copy of your **brag sheet** and at least 2-3 weeks notice.
  + Check to see if your school requires an application **essay** or **interview**. This will vary depending on your school.
* File the Free Application for Federal Student Aid (**FAFSA)**. You will need to create an account at FAFSA.gov. You must have complete tax information before filing the FAFSA. Make sure you add your school’s to the list so that your FAFSA information will be sent directly to them.