

APPLY YOURSELF!



**FLORIDA
COLLEGE APPLICATION WEEK**

2017 SITE COORDINATOR TOOLKIT



research • communication • advocacy • support



PREPARING STUDENTS

In this section you will:

- Identify college exploration resources
- Access application fee waivers
- Become familiar with common deadlines
- Access instructions handout for students
- Learn how to support undocumented students

COLLEGE EXPLORATION

Apply Yourself Student Guide

- **Available for download** on Florida CAN's statewide initiative page
- **Prepares students** to complete college applications
- Should be made available to students **3-4 weeks prior** to College Application Week events

Resources

The Apply Yourself Student Guide contains resources to help students:

Explore Fit and Match

Schools that are a **good fit** align with a student's values and preferences regarding student life, class size, location, etc. School that are a **good match** align well with a student's academic record. The follow resources help students explore these factors.

- [MyCareerShines](#)
- [FloridaShines](#) (Specific to Florida schools)
- [ACT Profile](#) *Note: This resource also has a social component. Use the same caution as you would on social media.*
- [BigFuture](#)

Calculate the Cost of College

Many students avoid applying to college because they assume they cannot afford it. Other students take on burdensome loans, because they don't understand the cost of repayment. These resources will help students understand the actual costs of college.

- [College Abacus](#)
- [Pell Abacus](#)

Seek Advice and Guidance

Applying to and paying for college can be complicated. Students can use the following resources to connect with college advising professionals, and get answers to their questions via text messages.

- [UpNext](#)
- [GetSchooled](#)

STUDENT RESOURCES

Fee Waivers

ACT Fee Waiver

- Eligibility: Students who used fee waivers for ACT entrance exam.
- School counselors: Print the number of fee waivers needed and sign off on student eligibility. Students must also sign the form.
- Fee waiver may be found on page 43 of [this handbook](#).

SAT Fee Waiver

- Eligibility: Students who use a College Board fee waiver for the SAT or the SAT subject tests. Students may use up to four fee waivers.
- Students access application fee waivers through their online SAT account.
- College Board fee waivers do not require school counselor approval
- More information can be found [here](#).

NACAC

- Download fee waiver from NACAC's website.
- A school counselor or TRIO representative verifies that a student is eligible to use the form. NACAC's website lists eligibility requirements.
- Students should use no more than four fee waivers for the college application process.
- More information can be found [here](#).

Make sure students know that:

- Some applications require an **admission essay** or a **personal statement**. Remind students to bring an electronic copy of their completed essay(s) with them.
- They will need a **credit card** to pay application fees.
- Applications **will not be considered complete** until the student pays the application fee or the school receives the application fee waiver
- Information about their addresses and parents will be used to determine **tuition and residency**.
- **Private information**, such as their SSN, parents' names, and addresses, will only be reported to the college(s) where they apply.

Here's a Tip!

Distribute the student instructions handout on the next page to guide students through the application process!

Student Instructions Handout

Print these instructions and hand them out to students the day of your event.

Congratulations! You are taking the first step for going to college – applying! There are several things you to do after today to complete the college application process. Check the “Next Steps” section in the *Apply Yourself Guide!*

5 Easy Steps!

Step 1: Go to the admissions page on the website of the college(s) to which you are applying. On this page, there should be a link to the online application.

Step 2: Complete the application(s) to the colleges and universities you’ve selected.

Step 3: Make note of any additional items you need to submit with your application (essay, transcripts, SAT or ACT scores, recommendation letters).

Step 4: Print out a copy of your confirmation page. Keep the confirmation page for your records!

Step 5: Get your “I Applied” sticker!

After You Apply

- Complete the Free Application for Federal Student Aid (FAFSA). Many grants, loans, and scholarships require this application
- To start your FAFSA, set up your FAFSA PIN. Go here to register for your FAFSA PIN: <http://www.pin.ed.gov>.
- You will need your Social Security Number (SSN), mailing address, and an email address to complete the process
- REMEMBER YOUR FAFSA PIN! Write it down and keep it in a safe place!
- Make sure you submit any additional information, including recommendation letters, test scores, and high school transcripts.

Congratulations! You are on your way!

FEE WAIVERS BY SCHOOL

School	Waivers Accepted	How to Use the Waiver
Florida A&M (FAMU)	ACT, SAT	<ul style="list-style-type: none"> Apply on-line using the application for FL Fee Waiver applicants. Attach the fee waiver prior to submission.
Florida Atlantic University (FAU)	ACT, SAT	<ul style="list-style-type: none"> Submit application without payment. Mail fee waiver to the address listed on application screen.
Florida Gulf Coast University (FGCU)	ACT, SAT	<ul style="list-style-type: none"> Complete online application and answer question about application fee waivers. After answering questions on application, wait for fee waiver code to be sent from admissions office. Mail the fee waiver to the address below, or email to undergrad@fgcu.edu Florida Gulf Coast University Office of Undergraduate Admissions 10501 FGCU Blvd. S. Fort Myers, FL 33965-6565
Florida International (FIU)	ACT, SAT	<ul style="list-style-type: none"> Upon reaching payment page, select the pay by check option. Mail fee waiver to the admissions office address on the page, or email the waiver to admiss@fiu.edu.
Florida Polytechnic University	ACT, SAT	<ul style="list-style-type: none"> On the payment page at the end of the application, select the waiver option. Mail fee waiver to the admissions office address listed or email to admissions@flpoly.org.
Florida State University (FSU)	ACT, SAT, NACAC	<ul style="list-style-type: none"> Submit Part 1 of application. In Part 2 of application, upload copy of your signed fee waiver. Alternatively, the signed waiver may be faxed to 850.644.0197, emailed to admissions@fsu.edu, or mailed to: FSU Admissions PO Box 3062400 Tallahassee FL 32306
New College of Florida	NACAC, ACT, SAT, Common App	<ul style="list-style-type: none"> Submit fee waiver through Common Application website

FEE WAIVERS BY SCHOOL

School	Waivers Accepted	How to Use the Waiver
University of Central Florida (UCF)	NACAC, ACT, SAT, Common App	<ul style="list-style-type: none"> • Submit application without payment. • Mail a written request and fee waiver to the address listed on application screen or submit via email to uaoperations@ucf.edu. Please include your name and date of birth. If a Social Security Number (SSN) appears on the waiver request, please black out all but the last four digits for security purposes. • OR If using the Common Application, submit the fee waiver through the Common Application website.
University of Florida (UF)	ACT, SAT	<ul style="list-style-type: none"> • Select “mail payment” as the payment option and mail waiver. • Address will be listed on the application screen.
University of North Florida (UNF)	NACAC, ACT, SAT	<ul style="list-style-type: none"> • Bypass the payment page and submit your application without payment. • Mail fee waivers to 1 UNF Drive, Jacksonville FL 32224
University of South Florida (USF)	NACAC, ACT, SAT	<ul style="list-style-type: none"> • Submit application without payment. • Mail fee waiver to the address listed on application screen, email to admissions@usf.edu, or fax to 813-974-9689.
University of West Florida (UWF)	NACAC, ACT, SAT	<ul style="list-style-type: none"> • Select mail in payment option • Send waivers to UWF via email, fax, regular mail or stop by to drop it off. • Email: admissions@uwf.edu Mail to: UWF Undergraduate Admissions 11000 University Pkwy. Bldg. 18 Pensacola, FL 32514

DEADLINES

School	General Deadline	Priority Deadline
Florida A&M (FAMU)	May 1	<ul style="list-style-type: none"> Students must apply by November 30, 2017 for priority scholarship consideration
Florida Atlantic University	May 1	
Florida Gulf Coast University	May 1	<ul style="list-style-type: none"> Merit Scholarship Deadline: November 15 Priority Admission Date: February 15
Florida International University	Rolling admissions	<ul style="list-style-type: none"> Merit Scholarship Deadline: November 1
Florida Polytechnic University	Rolling admissions after the November deadline	<ul style="list-style-type: none"> Priority admissions: November 1
Florida State University	February 7	<ul style="list-style-type: none"> Priority deadline: November 1
New College of Florida	April 15	<ul style="list-style-type: none"> Priority deadline: November 1
University of Central Florida	May 1	
University of Florida	November 1	
University of North Florida	Rolling admissions	<ul style="list-style-type: none"> Priority deadline: October 31
University of South Florida	March 1	<ul style="list-style-type: none"> Preferred Admissions Deadline: November 1 Priority Deadline for Financial Aid: January 1 Scholarship Consideration Deadline: January 15
University of West Florida	June 1	<ul style="list-style-type: none"> Priority Scholarship Deadline: December 1 Priority Financial Aid Deadline: December 15

UNDOCUMENTED STUDENTS

Did you know?

- While undocumented students do not qualify for federal or state aid, they can receive a waiver to **pay in-state tuition** under certain circumstances
- Undocumented students **should only file a FAFSA** if they are applying for a scholarship that requires the expected family contribution (EFC). Students can also contact the scholarship organization to see if there is an alternative to filing the FAFSA
- Students with **DACA status** can enter their workforce authorization number instead of a Social Security Number

Florida students are eligible for out-of-state tuition waivers if they:

- Attended secondary school in Florida for 3 consecutive years immediately prior to graduation
- Apply to an institution of higher learning within 24 months of high school graduation
- Submit an official Florida high school transcript to verify attendance and graduation

Helping undocumented students:

- Once admitted to a school, eligible students should file an HB851 Out-of-State Fee waiver. Students can find this waiver on the institution's website.
- Make undocumented student resources available to all students. This will help students feel more comfortable asking for help. This also ensures that all students can get access to these resources without having to disclose their immigration status