

COLLEGE PERSISTENCE CHECKLIST

BEFORE COLLEGE:

- APPLY FOR FINANCIAL AID**
 - Create an FSA ID
 - Fill out the FAFSA
 - Fill out the TAP application
 - Save a copy of the FAFSA Student Aid Report for records
- APPLY FOR COLLEGE**
Best practice: all college applications should be done by Halloween
- APPLY TO SUPPORT PROGRAMS**
 - Apply to the Dorm Project (*if interested and eligible*)
 - Make sure "YES" is checked on college applications answer to any questions about interest in ASAP/ACE or Opportunity Programs (HEOP/EOP/SEEK/CD).
 - Fill out supplemental applications for HEOP/EOP/SEEK/CD
 - Check your email regularly for outreach from opportunity programs and respond quickly
- APPLY FOR SCHOLARSHIPS**
 - If applying to private schools, fill out College Board CSS*
 - Research scholarships as needed and apply (see [Appendix G11](#))
- ACCEPT AN ADMISSIONS OFFER**
 - Contact the school admissions department to see if they are willing to waive the commitment deposit

Most colleges require offers to be accepted by May 1st.
If you need more time, call the admissions department
- GET ORGANIZED**
 - Make a folder for college paperwork (*keep somewhere safe*)
 - Get a copy of a foster care letter on agency letterhead
 - Write down your login and password for any college student account in the folder
Share passwords with agency educational specialist or case planner to avoid getting locked out of your student account!
 - Plan to check your email regularly (*3-4x per week*)
- VERIFY INDEPENDENT STUDENT STATUS FOR FINANCIAL AID**
- REGISTER FOR CLASSES**
- ATTEND ANY SUMMER BRIDGE PROGRAMS OR ORIENTATIONS OFFERED BY THE COLLEGE**
- IF DORMING AWAY:**
 - Pay any housing deposits up front
 - Arrange for room and board pass-through
[Click here](#) for PDF with more information (*pages 18-26*)
 - Arrange for a dorming away stipend
Contact ocbsp@acs.nyc.gov for more information
 - Make sure dorm supplies are purchased before the student moves into the dorm
- APPLY FOR NEW YORKERS FOR CHILDREN BACK TO SCHOOL PACKAGE PROGRAM** (*If currently in care/aged out*)
It is vital every student going to college has a laptop of their own
- ARRANGE FOR DISABILITY ACCOMMODATIONS (IF NEEDED)**
Contact campus office for students with disabilities

EVERY SEMESTER:

- PURCHASE BOOKS AND ONLINE ACCESS FOR ALL CLASSES BY THE END OF THE FIRST WEEK OF THE SEMESTER!**
Agencies should make emergency funds available for any students who do not have books either due to a funding gap or a delay
- CHECK IN WITH:** Coaches, tutors, counselors, and any other supportive adults regularly, especially during freshman year
- AT THE HALFWAY MARK OF THE SEMESTER:**
 - CHECK IF IT'S NECESSARY TO WITHDRAW FROM ANY CLASSES**
 - REGISTER FOR CLASSES FOR NEXT SEMESTER**
Registration for the next semester opens around the middle of the semester.
Students should register for the following semester as soon as possible; definitely before they start studying for finals.
 - REVIEW GRADES FROM THE SEMESTER**
Celebrate the positives, and make a plan to improve anything that needs improvement
 - SUBMIT ANY NEEDED APPEALS**
 - Grade appeals (*if received "WU" or "F" or was graded unfairly*)
 - Financial aid appeals (*if student lost financial aid*)
 - Dismissal appeals (*if academically dismissed*)
- IF ELIGIBLE FOR ETV:**
 - Send Transcript to ETV
 - Fill out ETV Financial Aid Release Form
- IF DORMING AWAY:**
 - Submit documents to continue dorming away stipend
 - If student is turning 21, email phyllis.brodsky@acs.nyc.gov to transition to Exceptional Payment status
 - Reapply for room and board pass-through
- REAPPLY FOR NYFC BACK TO SCHOOL PACKAGE**
Even students who already have a laptop will receive an Amazon gift card every semester if they reapply.
- IF STUDENT IS INTERESTED IN TRANSFERRING:**
 - Submit transfer applications (see [Appendix G18_Transferring Colleges Guide](#))
- IF STUDENT IS NEARING COMPLETION OF A 2-YEAR DEGREE AND WANTS TO TRANSFER TO A 4-YEAR COLLEGE AFTER:**
 - Submit transfer application (see [Appendix G18_Transferring Colleges Guide](#))

EVERY YEAR:

- FILL OUT ETV APPLICATION**
- REAPPLY FOR FAFSA AND TAP**
- APPLY FOR REPRESENT MAGAZINE AWARDS FOR YOUTH IN CARE COMPETITION**
- APPLY FOR NICK'S SCHOLARS**