

# COLLEGE PERSISTENCE CHECKLIST

## BEFORE COLLEGE:

- ☐ **APPLY FOR FINANCIAL AID**
  - ☐ Apply for ETV
  - ☐ 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 College Choice (*if eligible*) (see [Appendix G13](#))  
College Choice applications are usually due a few weeks before the start of the semester.
  - ☐ Make sure "YES" is checked on college applications answer to any questions about interest in ASAP/ACE or Opportunity Programs (HEOP/EOP/SEEK/CD) (see [Appendix G9](#) & [Appendix G8](#)).
  - ☐ 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, *when relevant*
  - ☐ Write down your login and password for any college student account in the folder  
*Share passwords with college specialist or coach 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**  
(*when relevant*)
- ☐ **REGISTER FOR CLASSES**
- ☐ **ATTEND ANY SUMMER BRIDGE PROGRAMS OR ORIENTATIONS OFFERED BY THE COLLEGE**
- ☐ **IF DORMING AWAY:**
  - ☐ Pay any housing deposits up front
  - ☐ Get a copy of your lease or housing agreement to send with your College Choice documentation (*if you are eligible*) (see [Appendix G13](#))
  - ☐ 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 & ONLINE ACCESS FOR ALL CLASSES BY THE END OF THE FIRST WEEK OF THE SEMESTER!**  
*Agencies may have 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
- ☐ **RE-APPLY FOR COLLEGE CHOICE**

## 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.
- ☐ **CHECK STUDENT ACCOUNT & FINANCIAL DOCUMENTS**
  - ☐ Check student account for holds and past-due balances
  - ☐ Submit any missing financial aid documents
  - ☐ Apply for emergency funding if needed

## AFTER EACH SEMESTER:

- ☐ **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

## IF STUDENT IS INTERESTED IN TRANSFERRING:

- ☐ **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 NEARING COMPLETION OF A 2-YEAR DEGREE AND WANTS TO TRANSFER TO A 4-YEAR COLLEGE AFTER:

- ☐ Submit transfer applications (see [Appendix G18](#))

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## RE-CHECK STUDENT ACCOUNT & FINANCIAL DOCUMENTS

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