

Step by Step Instructions for Applying to College

Step 1: College Application	<ol style="list-style-type: none"> 1. Complete the online application on ApplyTexas or Common App <ul style="list-style-type: none"> • IMPORTANT: List your MRHS Counselor's name and email on your application. If you enter this incorrectly, they will not know to process your application! Click here for counselor contact info. • Prior to clicking <i>Submit</i>, if you qualify for Free/Reduced Lunch, select the option to pay the application fee with a Fee Waiver (Need info about fee waivers? Read this.).
Step 2: Application Fee Waiver <i>If you paid the application fee or do not qualify for the application fee waiver, skip to the next section.</i>	<p>If you requested the application fee to be waived, you need to complete the Fee Waiver that school accepts.</p> <ol style="list-style-type: none"> 2. Check to see which Application Fee Waiver the school will accept. <ul style="list-style-type: none"> • Check the college's website or call admissions for guidance. 3. Get the appropriate Application Fee Waiver form(s) from the College Counseling website. <ul style="list-style-type: none"> • College Board Application Fee Waivers are in your College Board account. • If you apply to a school using Common App, the fee waiver is within the application. 4. Download the correct fee waiver, fill it out, and save it to your OneDrive or a flash drive/USB.
Step 3: Submit your Transcript	<ol style="list-style-type: none"> 5. Click here to submit a request to have your official high school transcript sent to the college. Your application will not be complete without this. <i>*Requests will be processed within 3-5 business days, excluding holidays.</i>
Step 4: Send Test Scores	<ol style="list-style-type: none"> 6. Log in to your College Board (SAT) account and/or ACT account to send your best test scores to each school as you apply. 7. Not sure if you should send your scores? <ul style="list-style-type: none"> • If you meet the requirements for Automatic Admission with your rank/GPA and scores to a school, send them. • If you meet Automatic Admissions as a test optional applicant, don't send them. Choose test optional on your application. <ul style="list-style-type: none"> * <i>Keep in mind, this may require you to submit additional items, such as an essay.</i> • If you aren't sure, contact your college counselor for guidance. • Not sure how to send scores? Click here for instructions.
Step 5: Final Check and Tracking	<ol style="list-style-type: none"> 8. Check your email! <ul style="list-style-type: none"> • You should receive an email from the college within a few days after applying. READ the email and follow the instructions to access your applicant portal. This is where you will track your application, often submit fee waivers and other requested documents, access your admissions decision and financial aid, etc. 9. If you filled out a fee waiver, upload it to the form where instructed. 10. Check your applicant portal account and email regularly so you don't miss any deadlines!

**To ensure your application is processed in time to meet your college's application deadline, your application and counselor notification need to be completed at least one week before the college application deadline.*

Financial Aid Guide

FAFSA Free Application for Federal Student Aid (for U.S. citizen and eligible non-citizen students)	TASFA Texas Application for State Financial Aid (for Undocumented Students)
<p>✓ CREATE FSA ID fsaid.ed.gov You and your parent need to have separate FSA IDs unless you are an independent (over the age of 24, married, homeless, or have a child you financially support).</p> <p>✓ COMPLETE FAFSA fafsa.ed.gov List each college to which you'll be applying.</p> <p>✓ NEXT STEPS AFTER COMPLETING FAFSA</p> <ul style="list-style-type: none"> ▪ CHECK EMAIL USED ON FAFSA 3-5 business days after you complete and submit the FAFSA, you will receive an email about the status of your application. Once your application has been processed, your Student Aid Report (SAR) will be posted. ▪ REVIEW YOUR SAR Log in to FAFSA to view your SAR. Check for: <ol style="list-style-type: none"> 1. Expected Family Contribution (EFC). This is the <i>minimum</i> amount you and your family will be expected to pay for college next year. 2. Verification. If you see an asterisk * next to your EFC, you have been selected for verification. Follow up with each college for documents you will need to submit. See College Counselor for help. 3. Accuracy. Make sure all colleges are listed, your information is correct, etc. ▪ CHECK COLLEGE TO-DO LISTS <ul style="list-style-type: none"> - Check each of your college portals. If additional documents are needed, you will receive an email and/or have a To-Do/Task list in your student portal. - Patiently await your award letter! It will be posted in your portal, emailed, and/or mailed to you. 	<p>✓ COMPLETE TASFA hccs.edu/tasfa</p> <p>✓ SUBMIT SUPPORTING DOCUMENTATION You must submit your application <i>with all required documents</i>. Click here for a guide.</p> <ul style="list-style-type: none"> ▪ Tax Return Transcript. Must include parent information if you're a dependent student (under the age of 24, not married, not homeless, and don't have a child you financially support) <ul style="list-style-type: none"> ○ If you did not work/file taxes, you need a Verification of Non-Filing. ▪ Notarized Affidavit of Residency. See Ms. Bailon in room 2520 to get affidavit notarized, ▪ Official/Final high school transcript or GED certificate ▪ Male students between ages 18-25 must register with the Selective Service by entering 0 for social security #. Then, provide a copy of the confirmed registration card. If you are under 18, you will have to do this as soon as you turn 18. <p>✓ NEXT STEPS AFTER COMPLETING TASFA</p> <ul style="list-style-type: none"> ▪ CALL OR EMAIL COLLEGE TO CONFIRM TASFA WAS RECEIVED Most colleges require the TASFA to be mailed, so call the financial aid office 5-7 business days after mailing your TASFA to confirm the college received it. ▪ CHECK EMAIL & COLLEGE TO-DO LISTS <ul style="list-style-type: none"> - Check your email regularly for updates from the colleges. - Check each of your college portals. If additional documents are needed, you will receive an email and/or have a To-Do/Task list in your student portal. - Patiently await your award letter! It will be posted in your portal, emailed, and/or mailed to you.