



SENIOR YEAR BINDER SYSTEM

Advisor's Guide to a Student Organizational Plan for
College Admissions & Financial Aid



**College
Bound**
WASHINGTON



GEARUP
WASHINGTON STATE

This binder system can be used with high school seniors to help them stay organized during the college and financial aid application process.

Purpose: Help students create and maintain a senior year binder to prepare and stay organized. The binder will contain personal information about admissions, financial aid, scholarships, etc.

Materials: 3-ring binder, 10 Tabs

Binder Contents:

1. College list.
2. Usernames and passwords for each college.
3. Verification copies of submitted college applications.
4. Record of college entrance and placement exams.
5. Scholarship list and verification copies.
6. Copy of essays and personal statement.
7. FAFSA/WASFA paper application, FSA ID, and Student Aid Report (SAR).
8. Credit check form.
9. Brag sheet (high school highlights).
10. Letter of recommendation and request forms.

Facilitation: Advisors should begin by providing each student with the templates for each section of their binders. You may wish to share the templates electronically so students may edit them.

Note: Feel free to customize any of the templates. **Remind students to keep all this information secure and private.**

Special thanks to Dr. Cristina Gaeta and Dr. Omar Montejano for sharing their framework for building a system of success.

The contents of this publication were developed under a grant from the U.S. Department of Education. However, the content does not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

Tab 1

- Advisor College Application Tracking Form
- Student College Application Tracking Form

College Application Tracking Form

Advisor's Notes

Instructions: Students should complete this form by entering the names of the institutions they plan to apply to. Students should be encouraged to apply to at least three colleges, one from within each of these three categories:

- **Reach** - You might not get in, but it's worth applying because you want to go. This may be a selective school.
- **Solid** - You're a competitive applicant and will likely be accepted.
- **Safety** - You'll get accepted, and it's a backup in case the others don't work out.

Students can research the institutions online to find the application due dates and possible college contacts. If you wish to assist with this task, consider using the [Washington Council for High School-College Relations \(WCHSCR\)](http://www.washingtoncouncil.org/) Higher Education and Counselor Workshop Book. This book is updated annually in September and contains descriptions of two- and four-year public and private, non-profit higher education institutions in Washington State. Find admission fees and deadlines, FAFSA deadlines, admission requirements, contacts, and more. The latest edition is available to view and download on WCHSCR's Publications page:

<http://www.washingtoncouncil.org/>

Key Point: The student needs to find and list a college contact on this tracking form. Students should feel that there is an adult at the institution who can assist them. This individual could be a staff person in a TRiO office, a CAMP program, a multicultural outreach and recruitment admissions officer, disability support services contact, or another staff member who can serve as an ally and assist them when they have questions.

Student College Application Tracking Form

	College Name	Application Fee	Priority Application Due Date	Application Submitted	Name of Contact and Contact Information
1				Yes / No	
2				Yes / No	
3				Yes / No	
4	<i>Add lines as needed</i>			Yes / No	

College Application Tracking Spreadsheet

This spreadsheet or chart is not an item for the student binder. It is designed for use by an advisor or GU Coordinator to help track students and their admissions applications.

Instructions: Create a chart in Microsoft Word or a spreadsheet in Microsoft Excel. Enter your students' names, using the following headings: Public 4-Year Colleges, Community Colleges, Technical Schools, Private Colleges and Universities, and Military. When a student completes an application, record it in this spreadsheet. Use to follow up with students.

Name	Public 4-Year Colleges	Community Colleges	Technical Schools	Private Colleges & Universities	Military
Student Name	Eastern Washington University	Wenatchee Valley College			
	Washington State University				
Student Name		Wenatchee Valley College	ITT-Technical Institute	George Fox University	Navy
Student Name	Eastern Washington University				Navy
	University of Washington				
Student Name	Western Washington University		ITT-Technical Institute		
Student Name	Washington State University	Community College	Lake WA Institute of Technology		
Student Name		Grays Harbor College	Clover Park Technical College		Navy
Student Name	Washington State University-V	Everett Community College			
	University of Washington				

Tab 2

- **Username & Passwords Tracking Form**

Username and Passwords Tracking Form

Advisor's Notes

Have students list their usernames and passwords for sites they may use during the college application and financial aid process. These include the usernames and passwords for the institutions to which they are applying, their FSA ID, as well as the College Board and SAT/ACT accounts. Remind students to keep this information secure and private.

Website: Collegeboard.com/
Username:
Password:
Website: Commonapp.org/
Username:
Password:
Website: EWU.edu/
Username:
Password:
Website: CWU.edu/
Username:
Password:
Website: WSU.edu/
Username:
Password:
Website: Washington.edu/
Username:
Password:
Website: fafsa.ed.gov/
Username:
Password:
Website:
Username:
Password:

Student Usernames & Passwords Tracking Form

Remember: Keep this information secure and private.

Website: Collegeboard.com/
Username:
Password:
Website: Commonapp.org/
Username:
Password:
Website: EWU.edu/
Username:
Password:
Website: CWU.edu/
Username:
Password:
Website: WSU.edu/
Username:
Password:
Website: Washington.edu/
Username:
Password:
Website: fafsa.ed.gov/
Username:
Password:
Website:
Username:
Password:

Tab 3

- College Support Program Applications
- Paper Copy of College Applications
- 1079 Residency Affidavit Form
- Admissions Application Fee Waiver Forms

College Support Program Applications

Advisor's Notes

All enrolled students are automatically eligible to receive general student services. Some institutions also offer additional programs that provide a higher level of support. These typically require students to apply and meet specific eligibility requirements.

Students should research the programs available at the institutions to which they are applying. If they meet eligibility requirements, encourage students to apply to a support program.

Examples of Major Support Service Programs

TRiO Student Support Services (TRIO SSS)

- **Website:** <http://www.washingtontrio.org/>
- **Description:** The Student Support Services is a federal program that provides opportunities for academic development, assists students with basic college requirements, and motivates students to complete their postsecondary education successfully.
- **Services Typically Provided:** Academic advising, college transfer planning and university visits, cultural and social activities, financial aid and scholarship assistance, financial literacy education, mentoring, student mentoring, tutoring, and workshops and learning opportunities.
- **Eligibility:** Eligibility includes, but is not limited to, the following (Note: an institution may have additional specifications).
 - U.S. citizen or permanent resident
 - One or more of the following:
 - A first-generation college student (neither parent has received a four-year college degree).
 - A student with limited income (according to federal standards).
 - A student with a disability.

College Assistant Migrant Program (CAMP)

- **Website:** <http://www.wsac.wa.gov/college-assistance-migrant-program>
- **Description:** CAMP is a federally funded program designed to support first-year college students from migrant and seasonal farmworker families in pursuing higher education. CAMP offers pre-college transition and first-year assistance to help students develop the skills necessary to ensure continued enrollment and eventual graduation. In addition, the program provides support services to satisfy each participant's educational and personal needs.
- **Services Typically Provided:** Financial assistance and scholarships, academic assistance, peer mentoring, career planning services, college visits, cultural enrichment opportunities, and more.
- **Eligibility:** Freshman students from migrant and seasonal farm working backgrounds at the following institutions: Central Washington University, Columbia Basin College, Eastern Washington University, Heritage University, University of Washington, Washington State University, Wenatchee Valley College, and Yakima Valley College (As of May 2025).

Passport for Careers Program

- **Website:** <https://wsac.wa.gov/passport-to-careers>
- **Description:** The Passport to Careers program helps students from foster care prepare for and succeed in college, apprenticeships, or pre-apprenticeship programs. Under the Passport to Careers program, there are two sub-programs:

- Passport to College
- Passport to Apprenticeship Opportunities

The Passport to Apprenticeship Opportunities program will assist students participating in registered apprenticeship or pre-apprenticeship programs by covering occupational-specific costs such as class tuition, fees, work clothes, rain gear, boots, and occupation-related tools. The Washington Student Achievement Council will work with non-governmental organizations to administer the Passport to Apprenticeship Opportunities program.

Services Typically Provided: The Passport to Careers program will help you determine which job would be a good fit for you, provide financial assistance to cover college or training costs that help you secure that job, and offer support for living expenses while you are in college or undergoing job training.

- **Eligibility:**
 - Have been in Washington state, federal, or tribal foster care after age 15.
 - Enroll at least half-time in an eligible college, apprenticeship, or pre-apprenticeship by their 22nd birthday.
 - Maintain Washington residency.
 - Not pursue a degree in theology.
 - Be working toward earning their first bachelor's degree, associate degree, certificate, pre-apprenticeship, or apprenticeship.
- Students can also contact the Passport Designated Support Staff person at their college to receive help navigating college.

Passport-eligible students seeking detailed information on preparing, applying for, and paying for college, apprenticeship, or pre-apprenticeship programs can find more information in the [Passport to Careers Guide](#).

MESA Community College Program (MCCP)

- **Website:** <https://www.sbctc.edu/colleges-staff/programs-services/student-services/mesa.aspx>
- **Description:** The MESA Community College Programs are the newest additions to Washington MESA's educational programs and services. Supported by funding from the Nation Science Foundation (NSF), WA MCCP aims to increase the number of underrepresented (African American, Native American, Latino, and Pacific Islander/Hawaiian) community college students who successfully transfer to four-year institutions and earn STEM (science, technology, engineering, and mathematics) bachelor's degrees.
- **Services Included:** Activities and support to help increase the number of traditionally underrepresented students receiving a bachelor's degree in a science, technology, engineering, or mathematics (STEM) discipline, including academic excellence workshops, orientation courses, academic and career advising, student professional development and

links to STEM societies, administrative support, and a MESA study center. The program also includes transfer support to the University of Washington and Washington State University.

- **Eligibility:** The MESA program recruits and retains a cohort of 60 students from enrolling in the program to the time they graduate and transfer to a four-year university. The students MESA serves must have the intent to transfer to a four-year university, come from a traditionally underrepresented group in the STEM fields, pursue a STEM major, and be financially and educationally disadvantaged.

CAMP

APPLICATION

College Assistance Migrant Program



Return application to:
College Assistance Migrant Program
Central Washington University
400 East University Way
Ellensburg WA 98926-7429

Telephone: 509-963-1729
Fax: 509-963-1724
E-mail: camp@cwu.edu
Web: www.cwu.edu/~camp

Please respond as soon as possible so that
we may begin to establish your eligibility.
Remember, openings are limited.

What does CAMP do?

The College Assistance Migrant Program (CAMP) at Central Washington University provides supportive and retention services to college students from migrant and seasonal farmworking families. CAMP works with campus faculty, student services and community-based agencies to improve educational opportunities for CAMP students.

Is CAMP for me?

If you are entering Central Washington University and have a migrant or seasonal farmworking background, were identified as a migrant or seasonal farmworker student in your school district, and are currently enrolled in a WIA 167 program, CAMP is for you. If you are concerned with your future, we will help you explore your options and make sure that you have the resources you need to make the decisions that will shape your future.



SAMPLE

Department of Education, Office of Migrant Education.

INFORMATION

PLEASE PRINT OR TYPE

____/____/____			
Last Name		First Name	Middle Name
Permanent Mailing Address			
Street / Number		City	Zip
Home Telephone Number (____) _____			
Alternate Telephone Numbers (____) _____		(____) _____	
Date of Birth ____/____/____		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Have you applied for Financial Aid?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? ____/____/____ (date)	
Residency		<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Legal Permanent Resident (Attach a copy of your card.) <input type="checkbox"/> Other	

FOR OFFICE USE ONLY

Eligible for CAMP	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date eligible ____/____/____
If eligible, verification used	<input type="checkbox"/> Employer Verification Form	<input type="checkbox"/> WIA 167 Verification
	<input type="checkbox"/> Migrant Education Identification # _____	<input type="checkbox"/> W-2 and Work History
CAMP Director	____ Date ____/____/____	
Comments	_____	

College Applications

Advisor's Notes

It can be helpful to share a paper copy of a college application with students before they begin completing the form online. This allows students to see what will be asked and start a rough draft in Microsoft Word. When they are ready, they can transfer the information to the electronic application and submit it online.

Another resource for students is the 12th Year Campaign: Junior/Senior Student Workbook, which can be found at. <https://wsac.wa.gov/12th-year-campaign>. This workbook includes sections like:

- Frequently Asked Questions during Application Completion.
- College Application Checklist, which resembles a blank college application.
- Application Personal Statement and Essay Tips.
- Contact information for Washington institutions.
- Information for undocumented students, youth in care, and more.
- Next steps.

NOTE: Encourage students to print a completed copy of their electronic application. If the application is not printer-friendly, encourage students to take a screenshot and save it for their records.



Central
Washington
University

LEARN. DO. LIVE.

Undergraduate Admission Application

Office of Admissions • 400 East University Way • Ellensburg WA 98926-7463
Office: 509-963-1211 • Fax: 509-963-3065 • E-Mail: cwuadmis@cwu.edu • Web: www.cwu.edu

You are encouraged to apply online at: www.cwu.edu/admissions/apply-now

Priority Deadline Dates: Fall quarter - March 1, Winter quarter - November 1,
Spring quarter - March 1, Summer quarter - June 1

Please type or print in ink. Enclose a \$50 non-refundable application fee payable to CWU (check or money order).

1. Degree level when enrolling at CWU? ☐ Undergraduate ☐ Post-baccalaureate (Bachelor's Degree – non Master's)
2. Term (quarter) interested in enrolling. Check one term only and write in the year.
☐ Fall ☐ Winter ☐ Spring ☐ Summer Year _____
3. Admission type:
☐ Freshman (no college credit) ☐ Freshman Transfer (i.e., Running Start, College in the HS, Cornerstone)
☐ Transfer Freshman (less than 40 college credits after HS) ☐ Transfer (40 or more college credits after HS)
☐ Post-baccalaureate (have baccalaureate degree) ☐ Returning (previously attended CWU)
4. At which campus do you wish to enroll? (For online program, you may enroll at Ellensburg, if you live in Tacoma, check Pierce County). Most freshmen and sophomores enroll at Ellensburg.
☐ Ellensburg ☐ Everett ☐ Des Moines ☐ Moses Lake ☐ Pierce County ☐ Wenatchee
5. ☐ Mr. ☐ Ms. 7. ☐ Male ☐ Female
8. Legal Name _____ 9. Suffix _____
Last Middle Jr., Sr., II, etc.
10. Preferred First Name _____
11. Former Name(s) If your name has changed, indicate all former full name(s)
Last First Middle Jr., etc. Last First Middle Jr., etc.
12. Social Security Number _____
By law, providing your Social Security number is optional, but is required if you are applying for financial aid.
13. Date of Birth (month/day/year) _____
14. Are you a Washington Resident? ☐ Yes ☐ No
14a. If yes, ☐ Less than 1 year ☐ 1 to 2 years ☐ More than 2 years
14b. If no, State of Residency _____
15. Country of Citizenship: ☐ USA ☐ Other _____ From _____
Date (Month/Year)
16. If you are not a U.S. citizen, do you hold a permanent resident visa / card (green card)? ☐ Yes ☐ No
17. If you are a non-U.S. citizen, have you resided in Washington State for the three years immediately prior to receiving a high school diploma and completed your full senior year in a Washington high school? ☐ Yes ☐ No

Form: PR40290711

Washington Higher Education Residency Affidavit

(Also known as HB1079 Affidavit of Residency)

Advisor's Notes

Washington residents pay less for college

Students who are Washington residents:

- Pay resident (in-state) [tuition and fees](#) at all public colleges and universities.
- Are eligible for [state financial aid](#) at [participating institutions](#).

Both U.S. citizens and non-citizens can be Washington residents, including undocumented students. In most cases, a Washington resident is someone who lives in the state for one year immediately prior to starting their college or program.

But there are other ways to be a resident. The state has rules for how certain groups of people—such as tribal members or military veterans, service members, and families—can get residency.

Requirements for students with any citizenship or immigration status. To qualify, students must meet all of the following criteria:

- Earn a high school diploma, GED, or diploma equivalent before their first term at the college determining residency.
- Maintain a primary residence in Washington for at least 12 consecutive months immediately before their first term at the college determining residency.
 - The Washington residence must be for purposes other than college. If a student takes any courses at another Washington college during the prior 12 months, they cannot have taken more than six credits in any given term. Students exceeding that limit must prove that they have a Washington residence for non-college reasons.
- Sign an affidavit saying they meet the above requirements and that one of the following is true:
 - They will file an application to become a permanent resident of the United States (green card) as soon as they are eligible to apply. And that they are willing to engage in activities designed to prepare them for citizenship, including citizenship or civics review courses or
 - They are a U.S. citizen, U.S. national, or U.S. permanent resident.

The first two requirements can be done at the same time or at different times, as long as they are both completed before starting at the college determining residency.

These students may wish to keep a copy for their records. After the information is shared with the college, the form is destroyed, and the data is kept confidential. Remind students to keep this information secure and private.

Download form: <https://www.wsac.wa.gov/sites/default/files/Residency.Affidavit.pdf> and see: <https://wsac.wa.gov/student-residency>

Washington State Higher Education Residency Affidavit



People who are eligible to sign this affidavit pay in-state (resident) tuition and fees. They also meet residency requirements for state financial aid programs. Check your school's residency website or contact the residency office for submission instructions. For private institutions, check your school's financial aid website or contact the financial aid office.

Eligibility Requirements

To be eligible to sign this affidavit, you must:

- Earn a high school diploma, GED, or diploma equivalent before your first term at the college determining residency, and
- Maintain a primary residence in Washington for at least 12 consecutive months immediately before your first term at the college determining residency. The Washington residence must be for purposes other than college. If you take any courses at another Washington college during the prior 12 months, you cannot have taken more than six credits in any given term. If you exceed that limit you must prove that you have a Washington residence for non-college reasons.

Applicant Information

Name
Date of Birth
(Month/Day/Year)
Student ID Number
(if applicable)

Certification

If you meet the requirements above, you must also sign this affidavit to qualify for residency. The affidavit is a promise to the institution determining residency. Please certify the following statement by signing:

I certify that, by the official start date of my first term at the college determining residency, I will have met the eligibility requirements on this affidavit form and that one of the following is true:

- I will file an application to become a permanent resident of the United States as soon as I am eligible to apply. I am also willing to engage in activities designed to prepare me for citizenship, including citizenship or civics review courses, or
- I am a U.S. citizen, U.S. national, or U.S. permanent resident.

Signature

Date

Place
(City, State)

College Application Fee Waivers

Advisor's Notes

Fee Waiver Sources

NACAC Fee Waivers

Fee Waivers for GEAR UP Students. NCCEP has partnered with the Common App and NACAC to provide GEAR UP families with fee waivers for college applications. Access the Educator [College Application Fee Waiver Resource Guide](#) and the Student [Fee Waiver Flyer](#).

Institution Waivers

Other methods include having students request an application fee waiver directly from the college to which they are applying. Using a fee waiver is a standard part of the application process, and most colleges have information about fee waivers on their websites.



Central
Washington
University

LEARN. DO. LIVE.

Admissions Application Fee Waiver Form

Last Name: _____ First Name: _____

Date of Birth: _____ mm/dd/yyyy Email: _____

Permanent Address: _____
Address City State Zip/Postal Code

Evening Telephone: _____ Cellular Telephone: _____

Parent and Student Income Tax Return or other Documentation of Income is Required for Dependent Students

DEPENDENT

INDEPENDENT

Annual Income (Parent): _____ Annual Income (Student): _____

Annual Income (Student): _____ Married by Self: _____

Family Size: _____

Scan and email this form and a copy of your income tax return or your ACT, SAT or TRIO fee waiver form to admissions@cwu.edu or fax to 509-963-3065 or mail to address below. (ACT, SAT or TRIO does not require a fee waiver request for a waiver has been processed the fee is non-refundable).

Note: If you pay a fee for this application and a request for a waiver has been processed the fee is non-refundable.

I certify that to the best of my knowledge the statements I have made in this application are complete and true.

Parent's Signature(s): _____ Date _____
(If Dependent)

Student's Signature: _____ Date _____

FOR OFFICE USE ONLY

Application for Waiver: _____ Waived _____ Denied

Signature: _____ Date _____

Office of Admissions

400 East University Way • Ellensburg WA 98926-7483 • Office: 509-963-1211 • Fax: 509-963-3065
Mitchell Hall • E-mail: admissions@cwu.edu • Web: www.cwu.edu/admissions
EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION E-MAIL: CDS@CWU.EDU

Tab 4

- Record of College Entrance & Placement Exams

Test Scores Record Form

Advisor's Notes

These may include PSAT, ACT, SAT, ACCUPLACER, or an institution-specific test. Many college admission applications will request information related to tests you have taken. Have students use the worksheet below to list the scores for tests they have already taken. Most colleges will also require an "official" score that is sent by the College Board (for SAT scores) or the ACT (for ACT scores). You may wish to customize this form and add additional test score charts.

SAT/ACT Scores

SAT Test Date (month/year), Math Score, Reading/Writing Score, Essay (Optional) Score

ACT Test Date (month/year), Composite Score

Student Record of Test Scores

Many college admission applications will request information related to tests you have taken. Use the worksheet below to list the scores for tests you have already taken. If you have not yet taken the SAT or ACT, speak with your school counselor about upcoming test dates – you will need to take at least one of these college entrance exams soon! Most colleges will also require an “official” score that is sent by the College Board (SAT scores) or ACT (ACT scores). Talk with your school counselor about how to do this.

SAT	
<u>Test #1:</u>	<u>Test #2:</u>
Date Taken:	Date Taken:
Total Score:	Total Score:
Reading Score:	Reading Score:
Math Score:	Math Score:
Writing and Language Score:	Writing and Language Score:
SAT Subject Tests:	SAT Subject Tests:

ACT	
<u>Test #1:</u>	<u>Test #2:</u>
Date Taken:	Date Taken:
Total Score:	Total Score:
English Score:	English Score:
Mathematics Score:	Mathematics Score:
Science Score:	Science Score:
Writing Score:	Writing Score:
Reading:	Reading:

Tab 5

- Scholarship List & Verification Copies

Scholarship Tracking Sheet

Advisor's Notes

Advisors can help students find and apply for scholarships. One of the best places for students to look for scholarships is on theWashboard.org. This website is a free, web-based scholarship matching service for Washington students. The Washington Scholarship Coalition, a public/private partnership of foundations, non-profit organizations, and state agencies, supports it. This website makes it easy to find and apply for scholarships and is spam-free. Have students create a profile or update an existing one. WashBoard.org then finds the best potential scholarships based on the student's self-created profile. Users can also find scholarships that do not require a Social Security Number or ask about citizenship status.

Additionally, you may provide them with a list of already compiled scholarships. Washington State GEAR UP maintains a listing available to schools for 7th- through 12th-grade students. Many of the listings do not have citizenship requirements. Almost all these listings are annual scholarships. See: gearup.wa.gov.

Or encourage them to check out [The Scholarship Junkies Scholarship Bank](#). Sign up and have them send you scholarships to your email every month.

Other suggestions include bigfuture.collegeboard.com, [college greenlight](#), unigo.com, [scholarship 360](#), fastweb.com, and scholarships.com.

	Scholarship Name	Due	Sent	Letters of Rec.	Transcripts	Essay	Miscellaneous
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							

Student Scholarship Tracking Sheet

	Scholarship Name	Due	Sent	Letters of Rec.	Transcripts	Essay	Miscellaneous
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							

Tab 6

- Essays & Personal Statement

Essays & Personal Statement

Advisor's Notes

College and scholarship applications usually contain essay questions. It can be helpful to share a paper copy of a college or scholarship application with students before they begin completing the form online. This allows students to see what will be asked, start a rough draft, and then transfer and submit it online.

Another resource for students is the 12th Year Campaign: College Application Campaign Student Workbook, which can be found at <https://wsac.wa.gov/12th-year-campaign>. This workbook includes Application Personal Statement and Essay Tips.

NOTE: Encourage students to save and print a copy of their essays for their records. After editing, portions of their essays may be suitable for other college or scholarship applications.

Comprehensive Review Process

The Comprehensive Review Committee will review the application including the Essay submitted with the application and any other supporting materials. The committee will determine if they feel a student has the potential to succeed at Central Washington University.

Essay questions:

- How have your past experiences influenced your life?
- What are you presently doing to achieve your goals?
- What are your academic goals and how do you plan to accomplish these goals?

Applicants may be asked to provide additional information for further review by the Comprehensive Review Committee. As part of the review process; therefore, any admissions decisions may be deferred.

You are encouraged to include involvement and leadership contributions in your home, school or community in your essay.

The responses to these questions may be formatted in any way the applicant sees fit, including answering with one integrated paragraph-form essay response, or numbered or bulleted responses to each question.

Source URL: <http://www.cwu.edu/admissions/comprehensive-review-process>

Tab 7

- FAFSA Paper Application, FSA ID, & Student Aid Report; or
- WASFA Paper Application with Instructions

FAFSA/WASFA Paper Application and the FSA ID

Advisor's Notes

It can be helpful to share a paper copy of the FAFSA or WASFA with students before they begin completing the form online. This allows students to review what will be asked, start a rough draft, and then transfer and submit it online.

Additionally, the Application Print Summary is available at the end of the application, once the final check has been completed. To access the Print Summary, students must first complete the FAFSA. They should then print a copy for their records.

Remind students to keep this information secure and private.

FAFSA

- *FAFSA on the Web* automatically emails the "Confirmation Page" to the student if they provide a student email address in their application. Applicants should check their spam or junk folders for the confirmation page if a student's email address is provided, but the email confirmation is not received.
- **NOTE:** Encourage students to save and print a copy of their Confirmation Page for their records. Students should record their FSA ID info on the Username and Password Tracking Form.

WASFA

- Find a PDF of the WASFA with instructions <https://wsac.wa.gov/wasfa>

Tab 8

- Credit Check Form

Credit Check Form

Advisor's Notes

Use the credit check form linked below to help determine what credits a student may need to graduate. Each school usually has its own form. If you are unsure of the form your school uses, please consult with your counselor.

Maple High School			
CREDIT CHECK - Graduation Requirements			
Name	Jane Doe	Graduation Year	2018
English 4.0 Credits		P.E. 2.0 Credits/ Health .5 Credit	
*English 9	(.5)(.5)	*P.E.	(.5)(.5)
*English 10	(.5)(.5)	*P.E.	(.5)(.5)
*English 11 or Honors	(.5)(.5)	*Health	(1.0)()
*English 12 or Honors	()()	Lifetime Fitness	()()
	()()		()()
	()()		()()
Math 3.0		Visual/ Performing Arts 1.0 Credit	
*Algebra I	(.5)(.5)	Fine Arts	()()
*Geometry	(.5)(.5)	Band	(.5)(.5)
Algebra II	(1.0)()	Choir	()()
Pre-Calculus	(1.0)()		()
Calculus	()()		
CTE Alternative (Consumer Math)	()()		
	()()		
Science 3.0 Credits		CTE 2.5 Credits	
*Physical Science	(1.0)()	*Computer A	
*Biology	(.5)(.5)	*Career	
Advanced Biology	()		
Chemistry	()		
Physics	()		
Horticulture	()		
Natural Resources	()		
	()		
Social Studies 3.0 Credits		Electives 8.0-11.00 Credits	
*WA State History	(P)	Consumer ED	(.5)(.5)
*World History	(1.0)()	Band	(.5)(.5)
*US History	(.5)(.5)	Band	(.5)(.5)
*Cont. World Problems	()()	Choir	(.5)(.5)
	()()	College Prep II	(1.0)()
Foreign Language 2.0 Credits		TA Alegbra	
Spanish I	(1.0)()		()()
Spanish II	(.5)(.5)		()()
Span. For Span. Speakers	()()		
STAMP Test for Spanish	()		
Total Credits Required: 30		tot.(25.5)	

SAMPLE

Tab 9

- Brag Sheet

Brag Sheet Form Template

Advisor's Notes

To help students start preparing for college and scholarship applications, have them complete a Brag Sheet. Refer to the template on the following page and add lines or sections as needed.

Brag Sheet

Name:	
Grade:	

My Ambitions, Plans, & Goals

Academic & Personal Strengths	Academic & Personal Areas for Improvement

School & Community Awards Received		
Grade	Award	Description
9th		
10th		
11th		
12th		

Work Experience			
Employer	Dates	Hrs/Wk	Description

Extracurricular Activities		
Grade(s)	Activity	Description / Role
9th		
10th		
11th		
12th		

Community Service / Organizations		
Grade(s)	Activity	Description/Role
9th		
10th		
11th		
12th		

Other Interests

Courses / Subjects That I Have Enjoyed:	
Course / Subject	Why I Liked It

My Current GPA

Current Schedule Of Courses		
Period	Course	Teacher
1		
2		
3		
4		
5		
6		
7		

What I Am Looking For In My Ideal College:

Schools That Measure Up To My Ideal:	
School	Why

Is Financial Aid A Factor?

A Little Bit About My Home / Family Life:

Tab 10

- Letter of Recommendation & Request Forms

Letter of Recommendation & Request Forms

Advisor's Notes

Encourage students to use these Letter of Recommendation templates to help them obtain customized letters that display their achievements. Feel free to customize this template.

Sample of Student Request Packet to Recommender

August 10, 2025

Dear Mr. Anderson:

I am writing to ask you for a letter of recommendation for my application to colleges. I believe you are one of the teachers who have helped me regarding my contributions in the classroom. Attached you will find the materials necessary to assist you in writing my letter of recommendation:

- ☒ Letter of Recommendation
- ☒ Brag Sheet
- ☒ Schools I am applying to
- ☐ Teacher Evaluation Form
- ☐ Mid Year Report
- ☐ School Report
- ☐ Final Report
- ☐ Envelope with mailing address
- ☐ Other _____

If you feel you are not the best person to write this letter for me, please notify me immediately. This letter must be completed and mailed by December 16, so I can meet my application deadline. If you require any additional information or assistance, please let me know as soon as possible.

Sincerely,
Jane Doe

Sample Letter of Recommendation Request Sheet

Name of Student: Jane Doe

Telephone: (555) 488-3567 **Email:** janedoe@gmail.com

Name and position/title of recommendation writer: _Mr. Anderson/ Past English Teacher

This recommendation will be used for (student checks one or more):

- | | |
|---|--|
| <input checked="" type="checkbox"/> College Application | <input type="checkbox"/> Job Application |
| <input checked="" type="checkbox"/> Scholarship Application | <input type="checkbox"/> Other |

This recommendation should be complete online by: December 1 _____

Please do the following with completed recommendation letter (check all that apply):

- ☐ Give it to the student (in sealed envelope)
- ☐ Mail it to the address indicated on the back of the stamped, addressed envelope (attached)
- ☒ X Other _____janedoe@gmail.com

In this recommendation, please emphasize these things about me:

My academic achievement, and number of credits. My work experience and the classes I have enjoyed. I want to take challenging classes and still have a good GPA.

I am most proud of these things:

I am proud of my good GPA and the hard classes I have passed. I am proud of myself for always being unique and doing what I want to do.

These are some specific academic and social talents, skills, and qualities of mine that will help you recall my highlights:

I am a determined person, when it comes to the goals and dreams I want to achieve.

Reference: Schools I am applying to

Schools	Deadlines
Wenatchee Valley College	January
Eastern Washington University	January
Central Washington University	January

Sample Your Letter of Recommendation Is Complete Form

Dear _____ Jane Doe _____:

I completed your recommendations for _____ College Application _____ did the following:

☐ Give it to the student (in sealed envelope).

☐ Mail it to the address indicated by student, using the student's sealed envelope (attached).

X Other: Submitted via link provided.

It was a pleasure writing a letter of recommendation for you. Good Luck!

Sincerely,

Mr. Anderson

SAMPLE

Student Request Letter Template

Date

Dear:

I am writing to ask you for a letter of recommendation as part of my applications to colleges. I believe you are one of the teachers who have great insight regarding my contributions in the classroom. Attached you will find the following documents necessary to assist you in writing my letter of recommendation:

☐ Letter of Recommendation Request Sheet

☐ Brag Sheet

☐ Schools I am applying to

☐ Teacher Evaluation Form

☐ Mid-Year Report

☐ School Report

☐ Final Report

☐ Envelope with mailing address

☐ Other_____

If you feel you are not the best person to write this letter for me, please notify me immediately. This letter must be completed and mailed by DATE so I can meet my application deadline. If I can provide any additional information or assistance, please let me know as soon as possible.

Sincerely,

Name

Letter of Recommendation Request Form

Name of Student:

Telephone:

Email:

Name and position/title of recommendation writer:

This recommendation will be used for (student checks one or more):

- | | |
|--|--|
| <input type="checkbox"/> College Application | <input type="checkbox"/> Job Application |
| <input type="checkbox"/> Scholarship Application | <input type="checkbox"/> Other |

This recommendation should be completed online by:

Please do the following with the completed recommendation (student checks one):

- ☐ Give it to the student (in a sealed envelope)
- ☐ Mail it to the address indicated by the student using the stamped, addressed envelope (attached)
- ☐ Other:

In this recommendation, please highlight or emphasize these things about me:

I am most proud of these things:

These are some specific academic and social talents, skills, and qualities of mine that will help you recall my highlights:

Reference: I am applying to the following schools:

Schools	Deadlines

Recommender Follow-Up Letter Template

Your letter of recommendation is complete...

Dear:

I completed your recommendations for _____ and did the following:

☐ Give it to the student (in a sealed envelope).

☐ Mail it to the address indicated by the student using the stamped, addressed envelope (attached).

☐ Other: Submitted via the provided link.

It was a pleasure writing a letter of recommendation for you. Good Luck!

Sincerely,

