



Student Instructions on Day of Event

Congratulations! You are taking the first step necessary for going to college – applying! Nevada’s College Application Month is a program designed to assist you with this process. Be aware, there are several things you will need to do after today to complete the college application process. Most importantly, as part of this event, if you have not already done so, you will have an opportunity to begin the process of submitting a Free Application for Federal Student Aid (FAFSA) by setting up your FSA ID. This will help you determine the financial aid you are eligible to receive.

The college and financial aid application process in 9 Steps!

Step 1: To apply online, go to the website of the college(s) to which you are applying. You may need to have an account set up with the institution before completing the application. Hopefully, you were able to do this before your school’s application event. Check with your school counselor if you are unsure.

Step 2: Complete the application(s) to the colleges and universities to which you want to apply.

Step 3: When you submit your application, you may be required to pay an application fee. If so, you can pay your application fee the following ways:

1. **Credit/Debit Cards:** You can pay via credit or debit card online. This is the preferred option. Some colleges require a credit card and online payment. If you chose this option, you will need the following information: credit card type (Visa, MasterCard, etc.), credit card number, security code, name on credit card, date credit card was issued, or expiration date.
2. **Fee Waivers:** Only UNLV is currently accepting third party fee waivers (ACT, CollegeBoard), the other NSHE institutions do not accept them however each institution may have its own process for institutional fee waivers. Contact out of state schools for what they will accept. Check with your school counselor in advance of the event about this option and to determine whether or not you qualify. **DO NOT CHOOSE FEE WAIVER OPTION IF YOU DO NOT QUALIFY.**
3. **Other:** If you or your parents do not have a credit/debit card or you do not qualify for a fee waiver, see your counselor, or the College Application Month Site Coordinator for more information about possible options.

Step 4: Make note of any additional items you need to submit with your application (essay, transcripts, SAT or ACT scores, immunization records, recommendation letters).

Step 5: Print out a copy of your confirmation page if you applied online. Keep the confirmation page or a copy of the application for your records!

Step 6: If you have not done so already, register for your FSA ID – you will need this to complete your Free Application for Federal Student Aid (FAFSA) after your college applications are submitted. Many grants, loans, and scholarships will require that you submit a FAFSA, and some have priority deadlines, so this is a very important step. Go here to register for your FSA ID: <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>. You will need your Social Security Number (SSN), your mailing address, and an email address to complete the process. **REMEMBER YOUR FSA ID!** Write it down and take a picture of it on your phone, if that will help you remember it and keep it in a safe place!

Step 7: After you submit your college application and register for your FSA ID, be sure to hand in or sign out on the Nevada's College Application Month's Event Sign-Out Sheet. Your feedback is extremely important to us. Complete the Event Sign-Out Sheet before you leave the computer lab/event area. You will need to list the colleges you applied to and whether you completed the FSA ID process.

Step 8: Be sure to get the handouts provided by your school after you sign-out – the "What's Next" form and your #IAPPLIED sticker! You can post #IAPPLIED to your social media!

Step 9: Follow-up! As soon as possible, submit any additional information the colleges require. This could include recommendation letters, test scores, immunization records, and high school transcripts. It is possible that your application will not be processed without these additional documents. Also, the next important step in the process is completing your FAFSA. You already have your FSA ID, your parents will need one too! Make sure you submit your FAFSA early – it is available October 1st! Some priority scholarship deadlines are as early as November 1st – you don't want to miss out!

Congratulations! You are on your way!