

# GEORGIA APPLY TO COLLEGE



# Guide for Preparing Your Students

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## WELCOME TO THE GUIDE FOR PREPARING YOUR STUDENTS

Greetings Georgia Apply to College Site Coordinator!

Student preparation is key to ensuring your school's Georgia Apply to College event is a success. By spending a little time researching colleges and gathering the information typically requested on a college admission application beforehand, students can make the most of their time spent participating in their school's event. This *Guide for Preparing Your Students* has been developed to help participating schools ensure their students are not only ready to successfully apply to college, but ready to apply to a college that will be a good match for them.

As with all of the Georgia Apply to College materials, this Guide has been developed to help make planning and holding a successful Georgia Apply to College event as easy as possible. We encourage you to select the activities included in this Guide that will meet the needs of your school and your students. It is not necessary for all activities to be completed prior to your event if they do not work for your school.

If you have any questions about the activities found in this Guide or have any suggestions on how we can improve our materials, please don't hesitate to let us know by emailing [gac@gsfc.org](mailto:gac@gsfc.org) or calling 770.724.9065.

The Georgia Apply to College Committee

## ACTIVITY 1: CREATING A GAfutures.org ACCOUNT

**OVERVIEW:** GAfutures.org is Georgia’s resource to help students explore, plan, apply and find affordable ways to pay for college. GAfutures provides a more user-friendly and responsive experience for students. The website has a national college search as well as an interactive map of all Georgia institutions that are eligible to participate in GSFC-administered programs such as HOPE. Students must have a GAfutures account to apply to participating colleges.

The Student Prep Sheet is designed to be completed by students prior to their school’s Georgia Apply to College event and can be started in this activity. By completing the Prep Sheet beforehand and bringing it with them to their school’s event, students can be sure they have the information they need to successfully complete a college admission application.

**OBJECTIVES:** In this activity, students will:

- Create a GAfutures account.
- Begin a Georgia Apply to College Student Prep Sheet (Appendix A of this Guide).

**MATERIALS:** For this activity, the following are needed:

- Each student will need to be seated at a computer with internet access.
- Each student will need to be provided a blank Student Prep Sheet (Appendix A of this Guide)

**TIME TO COMPLETE:** Approximately 10-15 minutes

### INSTRUCTIONS:

1. Begin by providing each student with a blank **Student Prep Sheet**. Students will begin work on the prep sheet in this activity. The prep sheet will also be utilized in other activities and it is recommended that students bring the sheet with them to their Georgia Apply to College event, so it is important that they keep it in a safe place or you may wish to collect the sheets at the conclusion of your session with the students.

**GEORGIA APPLY TO COLLEGE**

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**Student Prep Sheet**

Name: \_\_\_\_\_

GAfutures Account Name: \_\_\_\_\_

GAfutures Password (Optional): \_\_\_\_\_

Instructions: Complete this prep sheet and bring it with you to your school’s Georgia Apply to College event. Be sure to keep this sheet in a safe place, especially if you provide your password above.

I plan to apply to... \_\_\_\_\_ Application fee: \_\_\_\_\_

1<sup>st</sup> Choice: \_\_\_\_\_ Application fee: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_ Application fee: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_ Application fee: \_\_\_\_\_

**Test Score Information**  
Most applications for admission request information related to the tests that you have taken. If you have already taken the SAT, ACT or TOEFL, enter your test information below:

**SAT**  
 Test Date and Scores: \_\_\_\_\_  
 Test Date and Scores: \_\_\_\_\_  
 Future Test Dates: \_\_\_\_\_

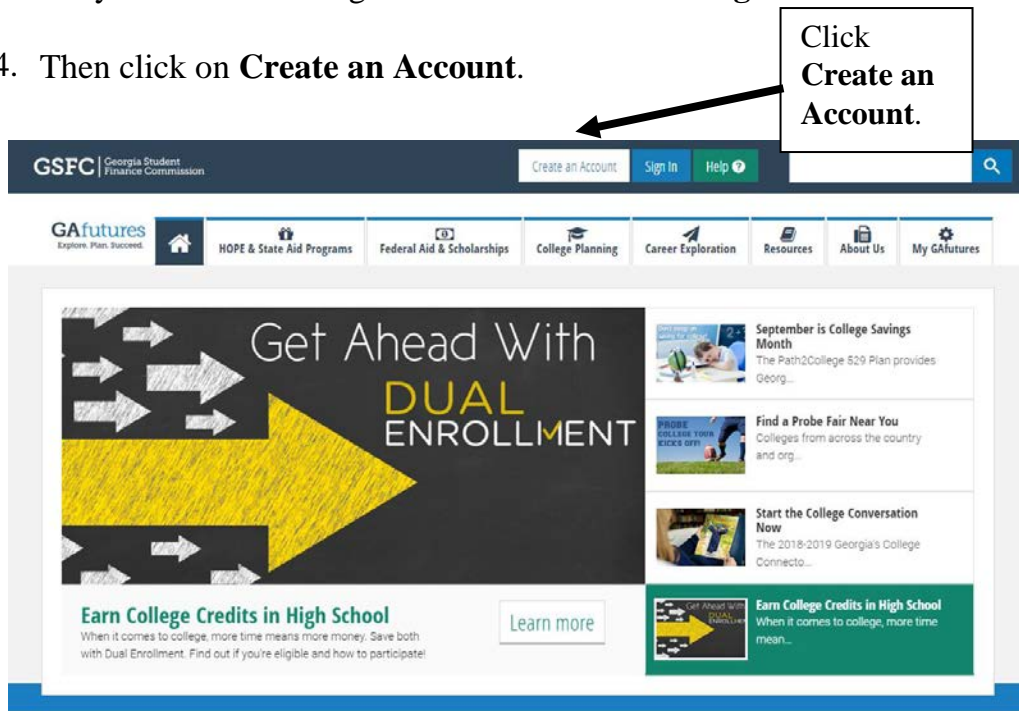
**ACT**  
 Test Date and Scores: \_\_\_\_\_  
 Test Date and Scores: \_\_\_\_\_  
 Future Test Dates: \_\_\_\_\_

**COMPASS**  
 Test Date and Scores: \_\_\_\_\_

**ASSET**  
 Test Date and Scores: \_\_\_\_\_

**TOEFL**  
 Test Date and Scores: \_\_\_\_\_

2. Instruct students to open a web browser such as Internet Explorer, Safari or Firefox.
3. They should then navigate to **www.GAfutures.org**.
4. Then click on **Create an Account**.



5. Complete the **Create Account** form. If you had a GAcademy411 account, you should be able to sign in with the same Username and Password. Simply click on Sign In at the top of the page. If you cannot remember your Username and Password, you can use the *Forgot Username* or *Forgot Password* function on the Sign In pop-up. Or you can create a new account. The items with red asterisks (\*) are required fields.

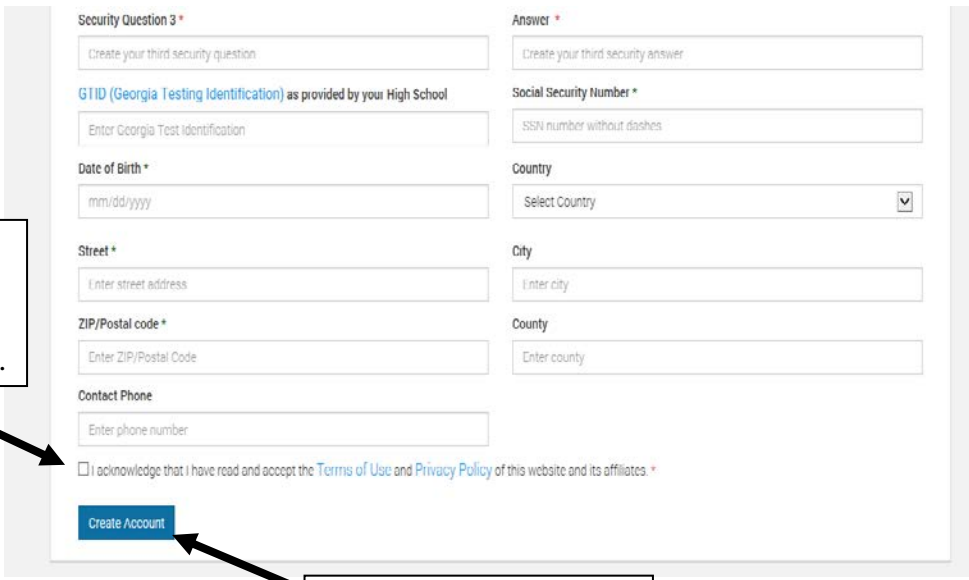
The image shows a screenshot of the 'CREATE ACCOUNT' form. The title is 'CREATE ACCOUNT' in bold. Below it is the heading 'Create new account?'. A note says: 'Remember, you can sign into GAfutures using your GAcademy411 account if you have one. You can do so by clicking "Sign In" at the top of the page.' Below this, it states: 'Fields marked with \* are required.' and 'Fields marked with \* are required for GSFAPPS and MOWR applications, accessing your HOPE GPA and sending transcript requests.'

The form has three input fields: 'First Name \*', 'Middle Initial', and 'Last Name \*'. Below these is a section titled 'Click on the group that best describes you \*' with three icons and their corresponding descriptions:

- Icon 1 (Two people):**
  - \* I attend or work at a High School in Georgia.
  - \* I am a High School District Administrator in Georgia.
- Icon 2 (Building):**
  - \* I attend or work at a college or university in Georgia.
- Icon 3 (Globe):**
  - \* I am a home school student.
  - \* I am pursuing a GED.
  - \* I attend school outside of Georgia.
  - \* I am a parent or guardian.
  - \* All others.

At the bottom, there are two input fields: 'Email \*' and 'Reenter Email \*', both containing the placeholder text 'primary.email@example.com'.

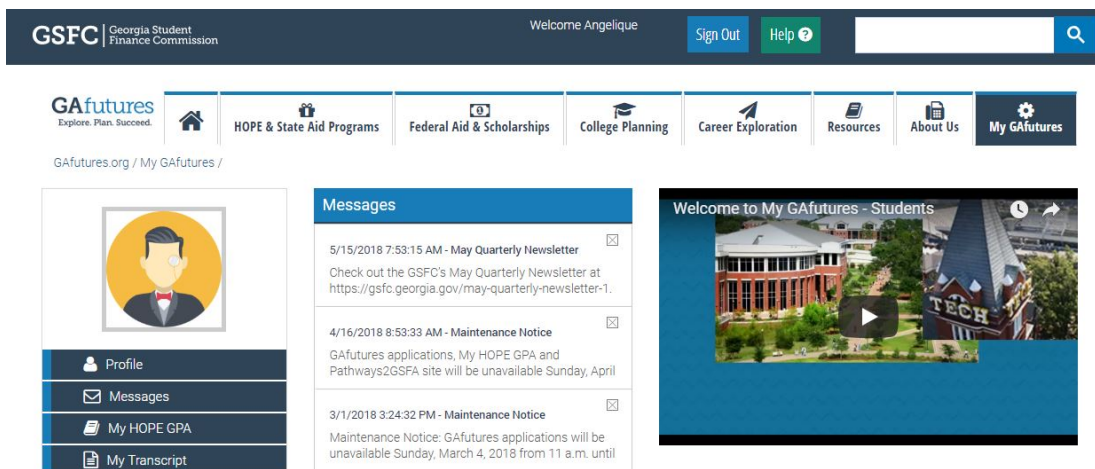
- Once students have completed the Create Account Form, they should check the box at the bottom of the page to indicate they have read and accepted the Terms of Use and Privacy Policy. Then click the **Create Account** button.



Students should accept the *Terms of Use* and *Privacy Policy* for the website.

Students should then click **Create Account**.

- Once the student clicks **Create Account**, the student’s *My GAfutures* dashboard will come up. The student has successfully created their **GAfutures** account and are now able to complete a college application through the website.



## ACTIVITY 2: The College Search

**OVERVIEW:** Students can begin to research colleges using the College Search on **GAfutures**.

**OBJECTIVES:** In this activity, students will:

- Learn how to conduct an online college search using different variables.

**MATERIALS:** For this activity, the following are needed:

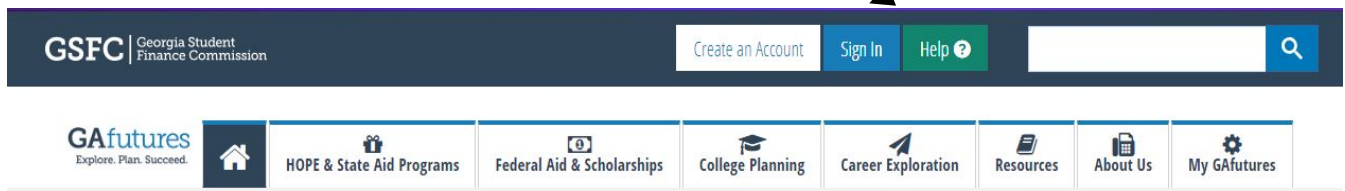
- Each student will need to be seated at a computer with internet access.

**TIME TO COMPLETE:** Approximately 5-10 minutes

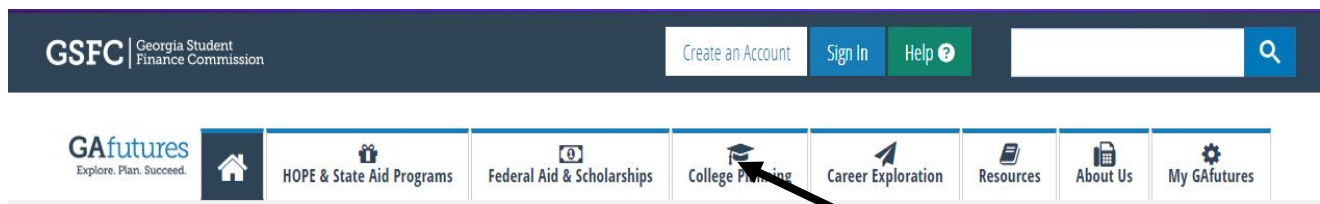
### INSTRUCTIONS:

1. Once students are seated at a computer, instruct them to open a web browser, such as Chrome, Firefox or Safari.
2. They should then navigate to **GAfutures**.
3. They should sign in to their already created **GAfutures** account by clicking **Sign In** and then entering their account name and password.

Students should click **Sign In**.

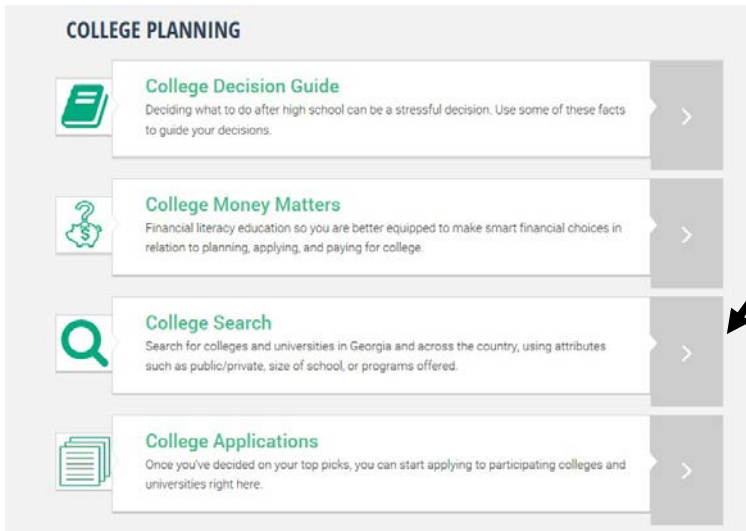


4. Once logged on, students should click on the **College Planning** tab.



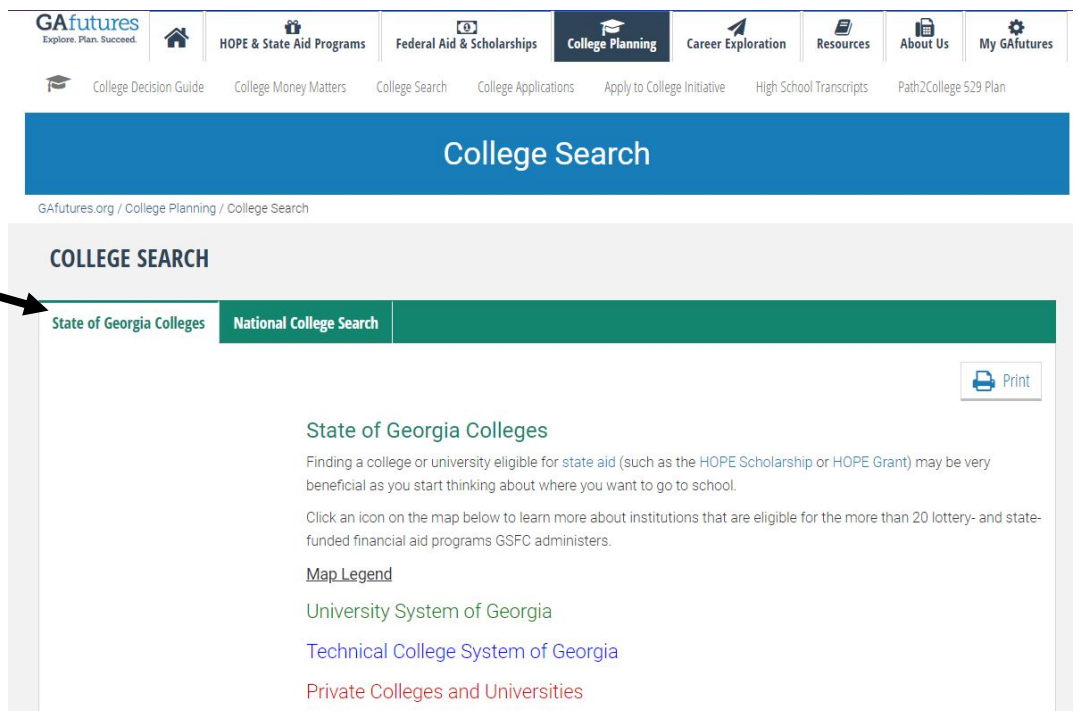
Students should click on the **College Planning** tab.

5. Then, click on the **National College Search**.



Students should then click **National College Search**.

6. Once on the **College Search** page, students can search by various criteria or by keyword (school name, city, etc.)



Students can search for State of Georgia or National colleges.  
Note: Selecting a State of Georgia college will take you to the Colleges' Systems or Association website.



- When reviewing national schools, a keyword search for ‘University of Florida’ brings up the following overview page with quick facts about the school including the application fee, necessary school codes, tuition costs and average test scores.

**University of Florida**

The University of Florida, founded in 1853, is a public, comprehensive university. The 2,000-acre suburban campus is located in Gainesville, 70 miles from Jacksonville.

[Apply to College](#)

For the most up to date information, please visit the college's website.

**University of Florida**  
201 Criser Hall, P.O. Box 114000  
Gainesville, FL 32611  
Phone: 352 392-1271  
Fax: ufl.edu/

**Quick Facts**

Year established:	1853
Type of school:	Public
Programs :	Four-Year, Graduate
Religious affiliation:	
Campus enrollment:	52,367
Coeducational information:	Coeducational College Founded as Coeducational Institution Became Coeducational in Year 1946
Location description:	2,000-acre, suburban campus in Gainesville (population: 131,591), 70 miles from Jacksonville. Served by air and bus; major airport serves Orlando (90 miles); train serves Waldo (10 miles). School operates transportation to downtown area. Public transportation serves campus.
Application fee:	\$30

**Ratios**

43%	56%
Male	Female
1	21
Teacher	Students

**School Codes**

SAT number:	5812
ACT number:	0758
FAFSA number:	001535

**Tuition cost**

In-State:	\$6,381
Out of State:	\$28,658

**Average Test Scores**

SAT Math:	
SAT Critical Reading:	
ACT Composite:	

- The left-side menu allows students to find more specific information about the school including housing and transportation, admissions, academic opportunities, student life, and the cost of attendance and financial aid options.

Overview ▶

Housing & Transportation

Admissions

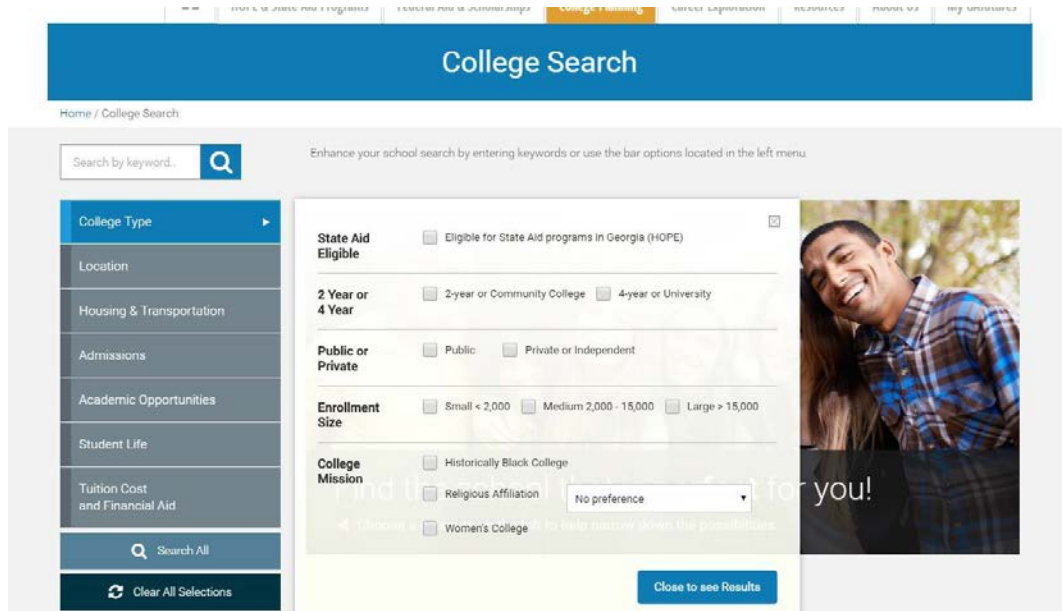
Academic Opportunities

Student Life

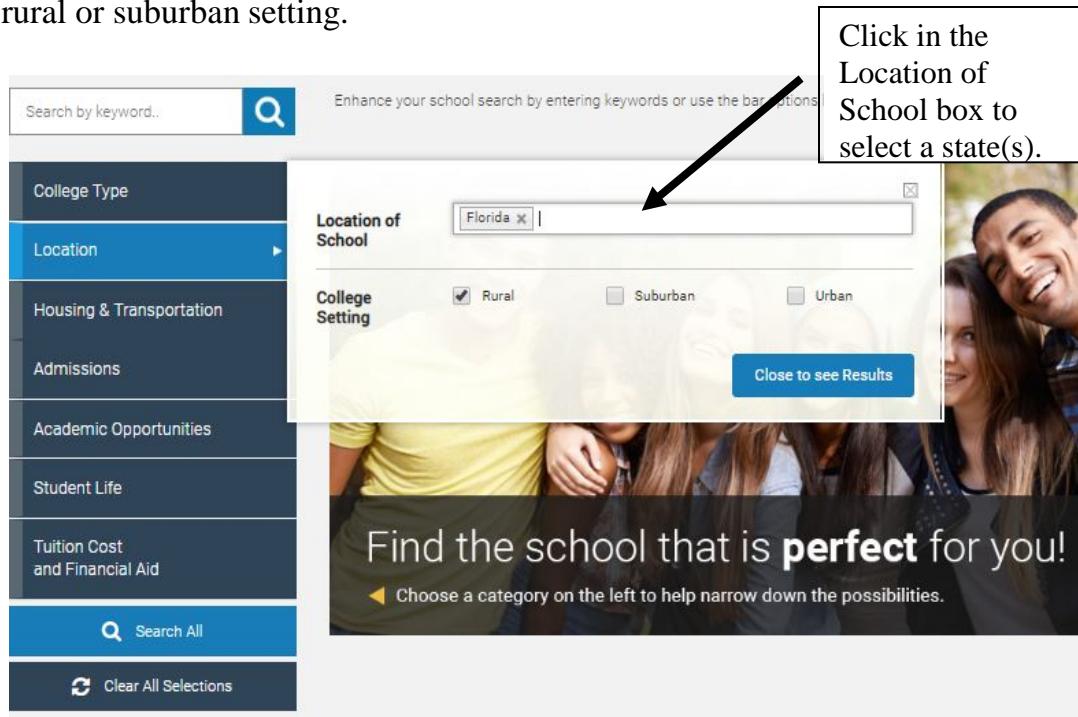
Cost of Attendance and Financial Aid

↻ Back to Result

- 9. Students can also search for colleges by different criteria. **College Type** includes the option to search for schools eligible for state aid programs such as HOPE; two or four year schools; public or private; and how many students are currently enrolled.



- 10. Students can also search by **Location**. They can search by state and whether they want an urban, rural or suburban setting.



11. Students can choose the type of housing they want to live in and transportation options by clicking **Housing & Transportation**.

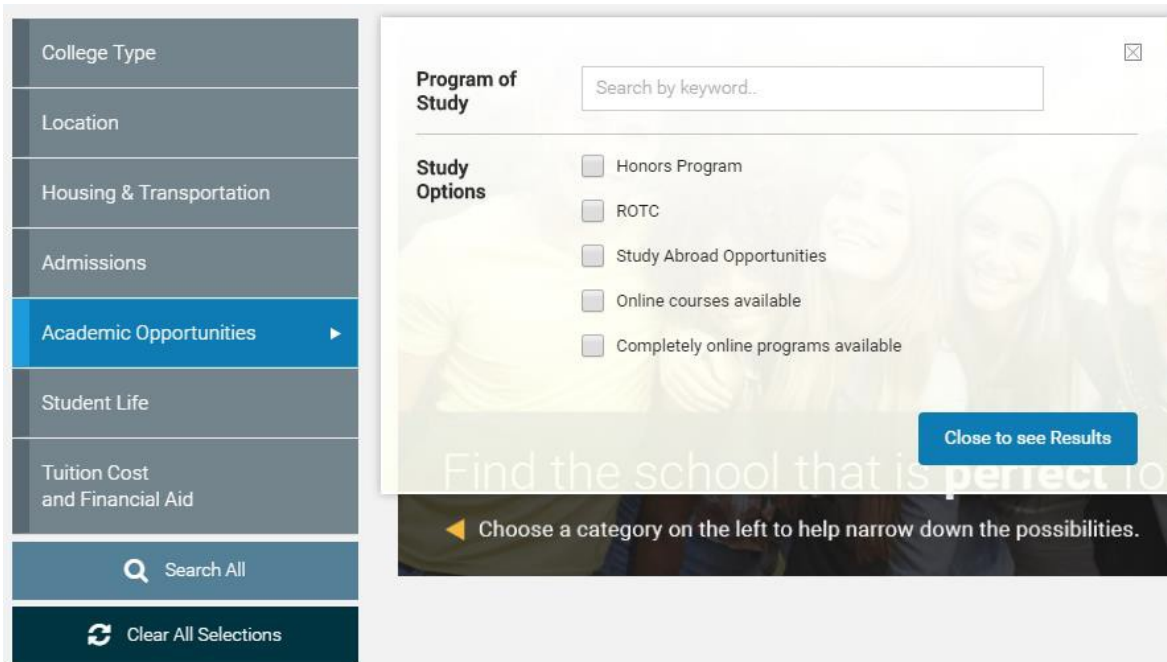
Housing Options include dorms, on-campus apartments or coed housing.

The screenshot shows a search interface with a left-hand navigation menu. The menu items are: College Type, Location, Housing & Transportation (highlighted in blue), Admissions, Academic Opportunities, Student Life, and Tuition Cost and Financial Aid. Below the menu are buttons for 'Search All' and 'Clear All Selections'. The main content area displays search results for 'Housing & Transportation'. It includes a search bar at the top with the text 'Search by keyword...'. Below the search bar, there are several filter sections: 'Housing Options' with checkboxes for 'School has on-campus housing available', 'Freshmen required to live on campus 1st year', 'Guaranteed housing for freshmen', and 'Guaranteed housing for all students'; a section for 'Majority of students live' with radio buttons for 'On-campus' and 'Off-campus-Commute'; 'Housing Types' with checkboxes for 'Coed Housing', 'Greek Housing', and 'On-Campus apartments'; and 'Transportation' with checkboxes for 'Freshmen allowed to have car on-campus' and 'College operates on-campus bus service'. At the bottom right of the search results area is a blue button labeled 'Close to see Results'.

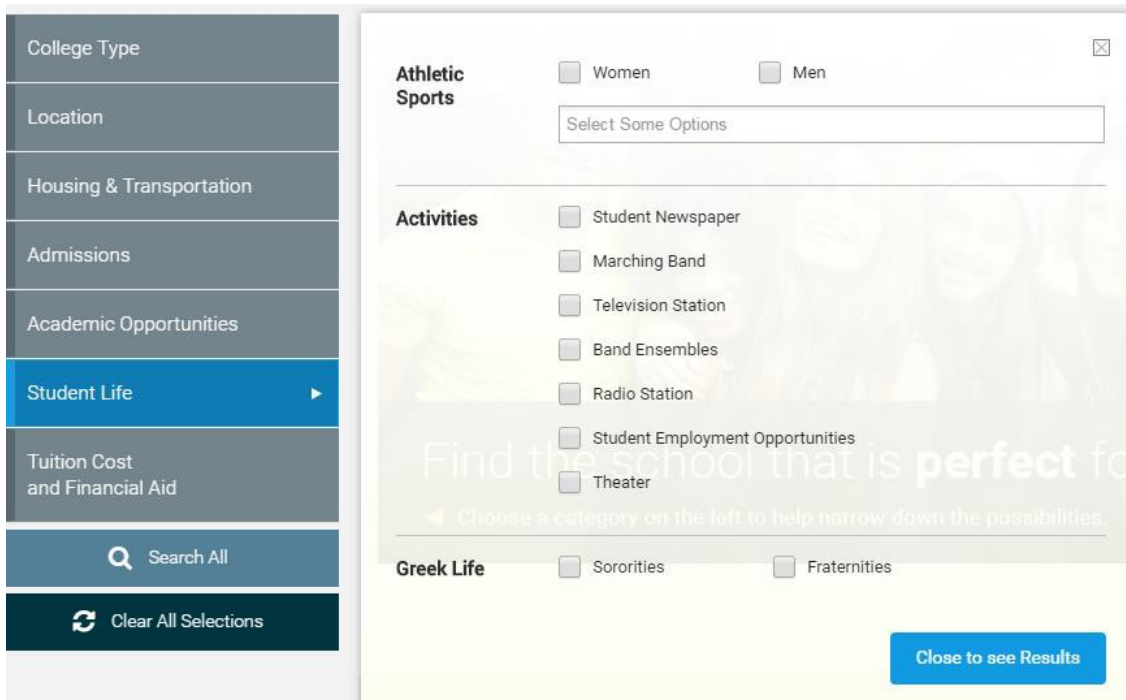
12. The **Admissions** option allows students to search by test score and GPA requirements.

The screenshot shows the search interface with the 'Admissions' filter selected in the left-hand menu. The main content area displays search results for 'Admissions'. It includes a search bar at the top with the text 'Search by keyword...'. Below the search bar, there are several filter sections: 'Test Score Requirements' with dropdown menus for 'Minimum SAT Critical Reading', 'Minimum SAT Critical Math', 'Minimum ACT Critical Reading', and 'Minimum ACT Critical Math', all set to 'No preference'; a checkbox for 'SAT Writing score used for admissions'; 'GPA Requirements' with dropdown menus for 'Minimum High School GPA (Academic Courses only)' and 'Minimum GPA on all college coursework attempted', both set to 'No preference'; and checkboxes for 'College application fee waivers accepted', 'College credit awarded for AP classes in high school', and 'College credit awarded for IB classes in high school'. At the bottom right of the search results area is a blue button labeled 'Close to see Results'.

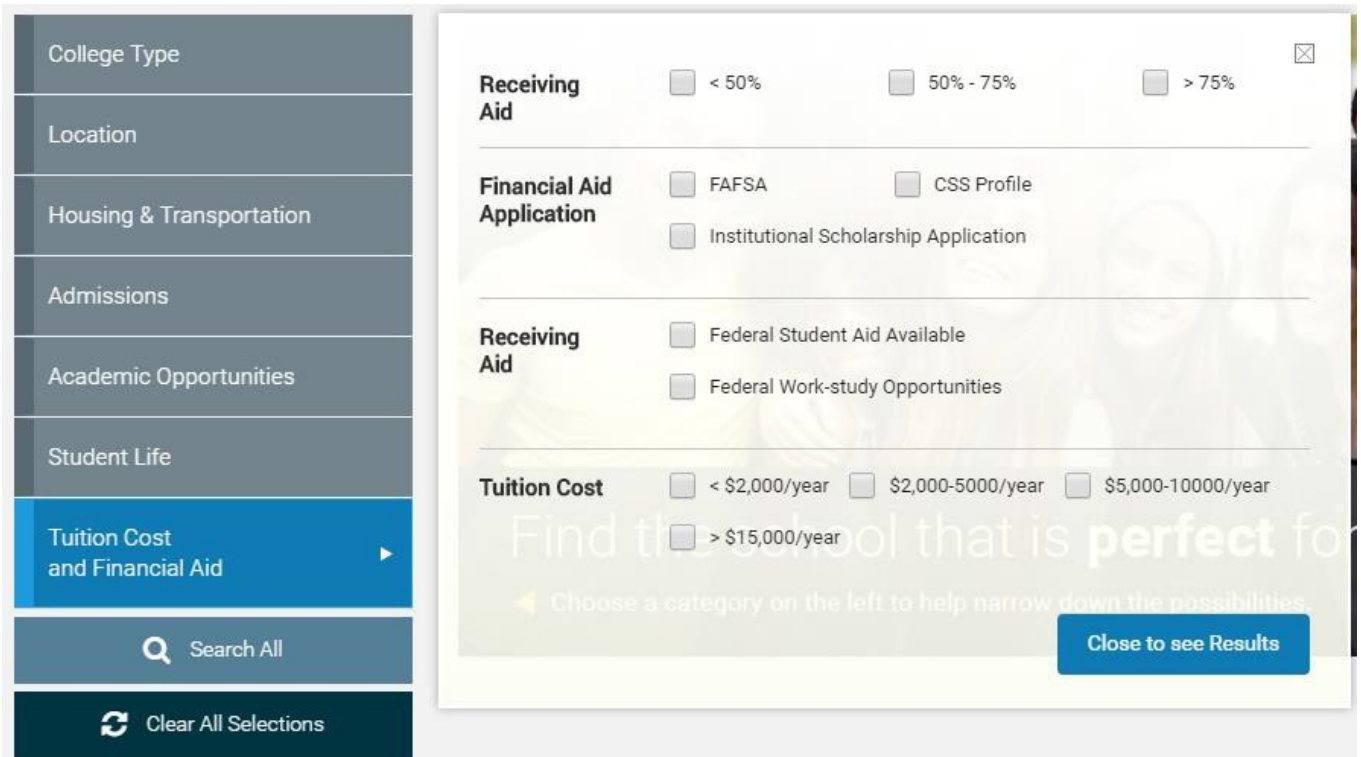
13. If students are looking for schools with specific programs of study, they can search for these under **Academic Opportunities**.



14. The **Student Life** section helps students find school with certain extracurricular activities such as sports, band, theater, a campus newspaper, or fraternities and sororities.



15. **Tuition Cost and Financial Aid** are two of the most important aspects of college planning. Students can explore schools with certain a range of tuition, the percent of students who receive financial aid and what type of financial aid might be available.



16. Once students have determined their top three college choices, they should enter these onto their Student Prep Sheet.

**GEORGIA APPLY TO COLLEGE**

**Student Prep Sheet**

Name: \_\_\_\_\_  
 GAAdmire Account Name: \_\_\_\_\_  
 GAAdmire Password (Optional): \_\_\_\_\_  
**Instructions:** Complete this prep sheet and bring it with you to your school's Georgia Apply to College event. Be sure to keep this sheet in a safe place, especially if you provide your password above.

I plan to apply to...  
 1<sup>st</sup> Choice: \_\_\_\_\_ Application fee: \_\_\_\_\_  
 2<sup>nd</sup> Choice: \_\_\_\_\_ Application fee: \_\_\_\_\_  
 3<sup>rd</sup> Choice: \_\_\_\_\_ Application fee: \_\_\_\_\_

**Test Score Information**  
 Most applications for admission request information related to the tests that you have taken. If you have already taken the SAT, ACT or TOEFL enter your test information below.

**SAT**  
 Test Date and Score: \_\_\_\_\_  
 Test Date and Score: \_\_\_\_\_  
 Future Test Dates: \_\_\_\_\_

**ACT**  
 Test Date and Score: \_\_\_\_\_  
 Test Date and Score: \_\_\_\_\_  
 Future Test Dates: \_\_\_\_\_

**COMPASS**  
 Test Date and Score: \_\_\_\_\_

**ASSET**  
 Test Date and Score: \_\_\_\_\_

**TOEFL**  
 Test Date and Score: \_\_\_\_\_

Once their top three college choices have been identified, students should enter them on the Student Prep Sheet.

17. Now that students have selected three colleges that they think they may be interested in attending, now is a great time for them to begin thinking about application fees. Students can explore the application fee charged by the institution by going to the institution's Campus Tour. Once the application fee is located, students should make a note of it on their Student Prep Sheet. Now is also a good time to encourage students who may be eligible for a fee waiver, such as a College Board or ACT fee waiver, to meet with their counselor to determine eligibility and to obtain the necessary paperwork.

## ACTIVITY 7: COMPLETING THE STUDENT PREP SHEET

**OVERVIEW:** In this activity students will gather information needed to successfully complete an admission application. For example, students may be asked to provide information such as test scores, residency, extra-curricular activities and other information that may require the help of a high school counselor, parent/guardian, or test score information online/from a testing agency.

**OBJECTIVES:** In this activity, students will:

- Gather information typically needed to successfully complete a college admission application.
- Complete the remaining sections of the Student Prep Sheet.

**MATERIALS:** For this activity, the following are needed:

- Each student should have their already started Student Prep Sheet.

**TIME TO COMPLETE:** Approximately 15 minutes plus additional time at home with their parent/guardian and/or time meeting with their high school counselor.

### INSTRUCTIONS:

1. We recommend that schools utilize the Sample Parent/Guardian Communication found in the Site Coordinator Handbook before using this activity to inform parents that their child may need their assistance completing the Student Prep Sheet and preparing to apply to college.
2. Begin by giving students an overview of the types of information is typically requested on a college admission application, such as residency, test score and extra-curricular information. Let them know that while this information may vary from college to college, it is helpful to gather the information beforehand so they can be sure they can successfully apply during their school's Georgia Apply to College event.
3. Review the types of information requested on the Student Prep Sheet and let them know who may be able to help them obtain the information. For example, to obtain test score information, it may be helpful for them to meet with their high school counselor or to look their scores up on the testing agency website.
4. Conclude this activity by reminding students of the date of your school's Georgia Apply to College event. Inform them that they must have their Student Prep Sheet completed prior to the event in order to ensure they are able to successfully apply to college.

**APPENDIX A**  
**THE STUDENT PREP SHEET**



# GEORGIA APPLY TO COLLEGE



## Student Prep Sheet

Name: \_\_\_\_\_

GAfutures Account Name: \_\_\_\_\_

GAfutures Password (Optional): \_\_\_\_\_

**Instructions:** Complete this prep sheet and bring it with you to your school’s Georgia Apply to College event. Be sure to keep this sheet in a safe place, especially if you provide your password above.

### I plan to apply to...

1<sup>st</sup> Choice: \_\_\_\_\_ Application fee: \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_ Application fee: \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_ Application fee: \_\_\_\_\_

### Test Score Information

Most applications for admission request information related to the tests that you have taken. If you have already taken the SAT, ACT or TOEFL enter your test information below.

#### SAT

Test Date and Scores: \_\_\_\_\_

Test Date and Scores: \_\_\_\_\_

Test Date and Scores: \_\_\_\_\_

Test Date and Scores: \_\_\_\_\_

#### ACT

Test Date and Scores: \_\_\_\_\_

Test Date and Scores: \_\_\_\_\_

Test Date and Scores: \_\_\_\_\_

Test Date and Scores: \_\_\_\_\_

#### TOEFL

Test Date and Scores: \_\_\_\_\_

Test Date and Scores: \_\_\_\_\_

Test Date and Scores: \_\_\_\_\_

Test Date and Scores: \_\_\_\_\_

**Extra-Curricular Activities**

Some applications request information related to the activities that you participate in outside of your high school classes. This could include clubs, organizations or any other activity that you want to share with the college. List your activities below, including the year completed and if you held a position related to the activity. Attach an additional sheet of paper if additional activities need to be listed.

**Activity 1:** \_\_\_\_\_

**Activity 2:** \_\_\_\_\_

**Activity 3:** \_\_\_\_\_

**Activity 4:** \_\_\_\_\_

**Activity 5:** \_\_\_\_\_

**Personal Information**

Many colleges will need for you to provide information related to your residency and citizenship. The following are some of the information you may need to provide when completing your application. If you are uncertain about any question, your parent or guardian may be able to help.

**Place of Birth:** *City:* \_\_\_\_\_ *State:* \_\_\_\_\_ *Country:* \_\_\_\_\_

**County of Residency:** \_\_\_\_\_ **Have you ever lived outside of Georgia?** Yes No

**If yes:**

*How many years have you lived in Georgia?* \_\_\_\_\_

*When did you move to Georgia?* \_\_\_\_\_ (mm/dd/yyyy)

*Why did you move to Georgia?* \_\_\_\_\_

**Citizenship Status**

US citizen

Permanent Resident Alien

Nonresident Alien

Other

**Did your parent(s)/guardian(s) pay state income taxes last year?** Yes No

*If Yes, in which state?* \_\_\_\_\_

**Do you have a parent or guardian who is currently on active duty in the military?** Yes No

**Employment Information**

*List any employment you have held for the last two years, including dates:*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*List any employment held by your parent(s) or guardian for the last two years, including dates:*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_