



Sponsored by: **GSFC** | Georgia Student
Finance Commission

Guide for Preparing Your Students

Sponsored By

Georgia Student Finance Commission

Georgia Apply to College Initiative Supporters

University System of Georgia
Technical College System of Georgia
Georgia Independent College Association
Communities in Schools
Georgia Department of Education
Georgia Partnership for Excellence in Education



Georgia

TABLE OF CONTENTS

WELCOME TO THE GUIDE FOR PREPARING YOUR STUDENTS.....	3
ACTIVITY 1: CREATING A GAFUTURES ACCOUNT.....	4
ACTIVITY 2: ACCESSING THE APPLY TO COLLEGE GUIDEWAY.....	9
ACTIVITY 3: “CHOOSE A COLLEGE” ARTICLES.....	12
ACTIVITY 4: COLLEGE MATCHING ASSISTANT.....	16
ACTIVITY 5: SCHOOL FINDER.....	20
ACTIVITY 6: SAVED SCHOOLS.....	26
ACTIVITY 7: COMPLETING THE STUDENT PREP SHEET.....	30
ACTIVITY 8: PRACTICE A COLLEGE APPLICATION.....	31
APPENDIX A: STUDENT PREP SHEET.....	33

Any opinions or positions expressed in this document are the authors’ and do not necessarily represent the opinions and positions of the U.S. Department of Education. Any references within the document to specific education products are illustrative and do not imply endorsement of these products or the exclusion of other products that are not referenced.

© To reproduce or utilize any portion of this document, including but not limited to, graphs, pictures, logos, permission must be obtained from the Georgia Student Finance Commission, 2082 East Exchange Place, Tucker, GA 30082, gac@gsfc.org.

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 whether in-person or virtually. 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 or calling 770.724.9065.

The Georgia Apply to College State Initiative

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](http://Gafutures.org) 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.



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...
 1st Choice: _____ Application fee: _____
 2nd Choice: _____ Application fee: _____
 3rd 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 Date: _____

ACT
 Test Date and Score: _____
 Test Date and Score: _____
 Future Test Date: _____

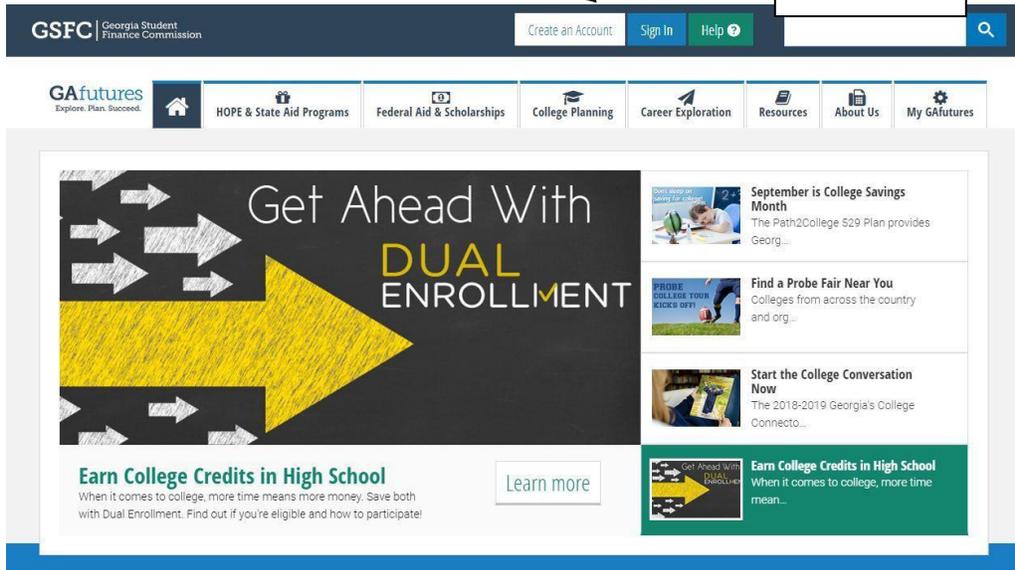
COMPASS
 Test Date and Score: _____

ASSET
 Test Date and Score: _____

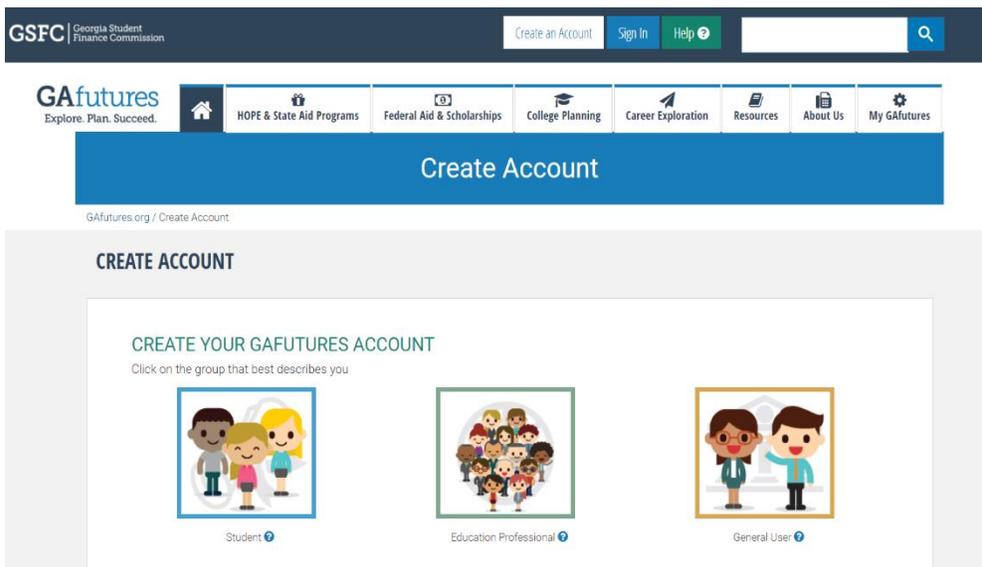
TOEFL
 Test Date and Score: _____

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**.

Click
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.



- 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.

Security Question 3 *

Create your third security question

GTID (Georgia Testing Identification) as provided by your High School

Enter Georgia Test Identification

Date of Birth *

mm/dd/yyyy

Street *

Enter street address

ZIP/Postal code *

Enter ZIP/Postal Code

Contact Phone

Enter phone number

Answer *

Create your third security answer

Social Security Number *

SSN number without dashes

Country

Select Country

City

Enter city

County

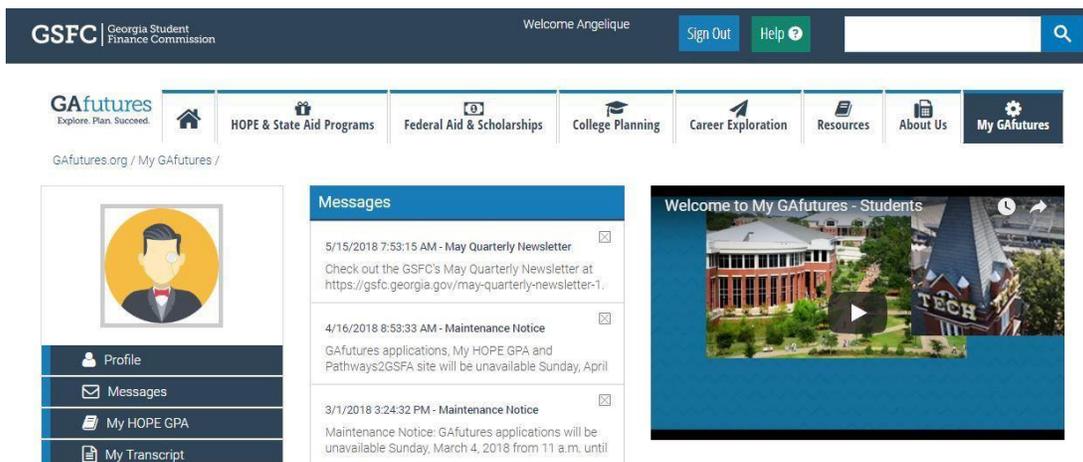
Enter county

I acknowledge that I have read and accept the [Terms of Use](#) and [Privacy Policy](#) of this website and its affiliates. *

Create Account

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:

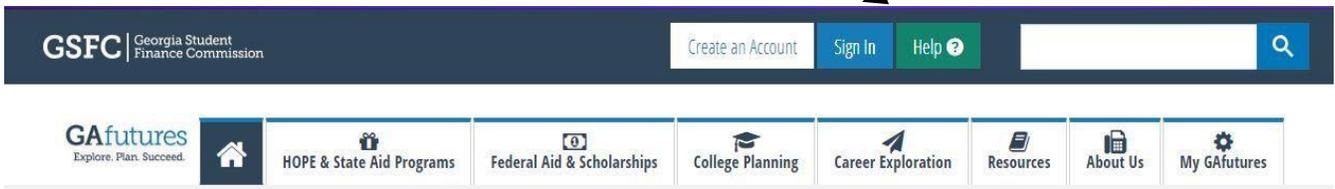
- Each student will need to be seated at a computer with internet access.

TIME TO COMPLETE: Approximately 5-10 minutes

INSTRUCTIONS:

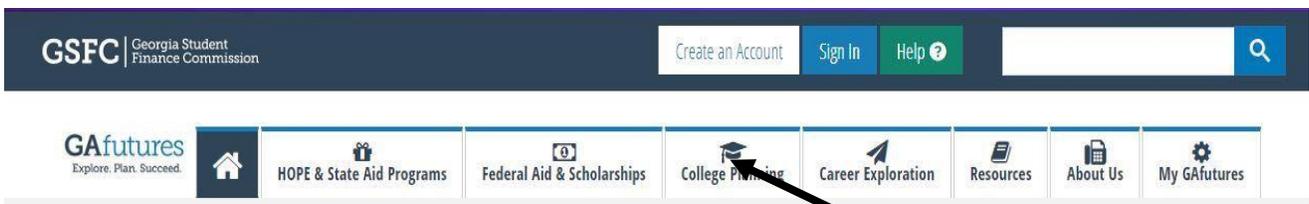
1. Once students are seated at a computer, instruct them to open a web browser, such as Chrome, Firefox or Safari.
2. They should then navigate to **GAfutures**.
3. They should sign in to their already created **GAfutures** account by clicking **Sign In** and then entering their account name and password.

Students should click **Sign In**.

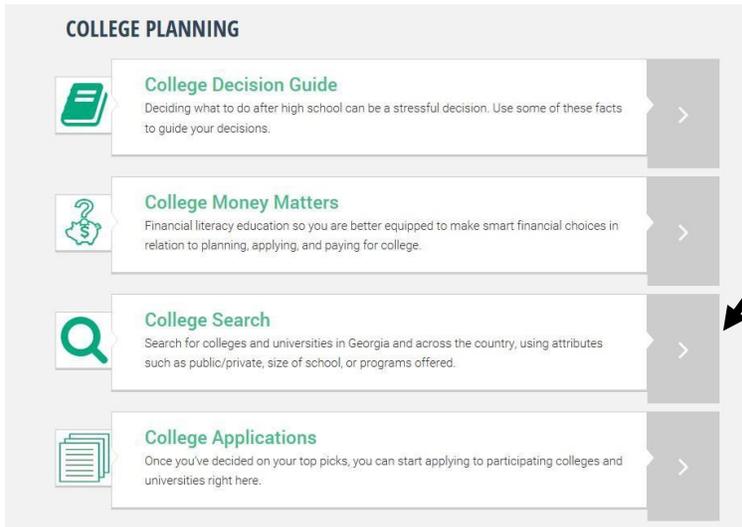


4. Once logged on, students should click on the **College Planning** tab.

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

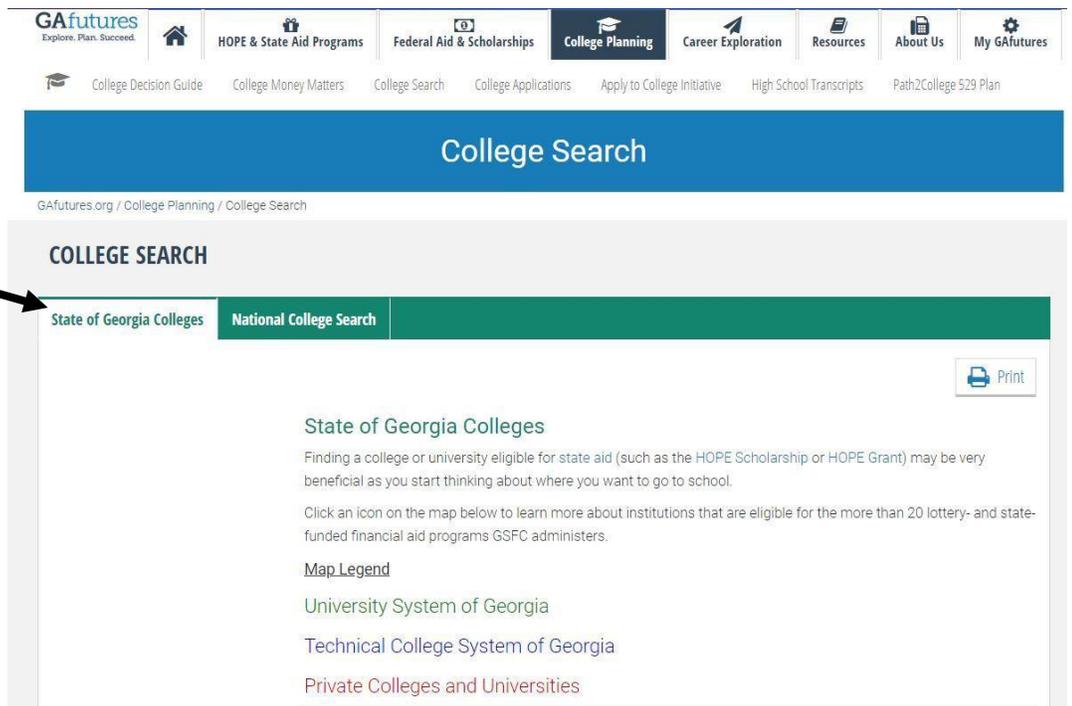


5. Then, click on the **National College Search**.



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.

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

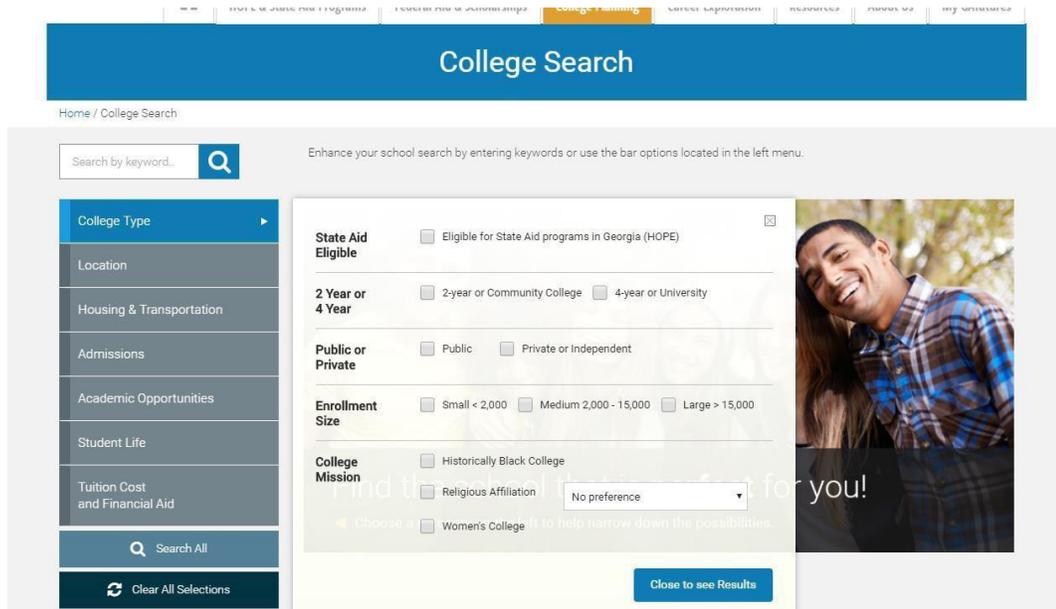
Academic Opportunities

Student Life

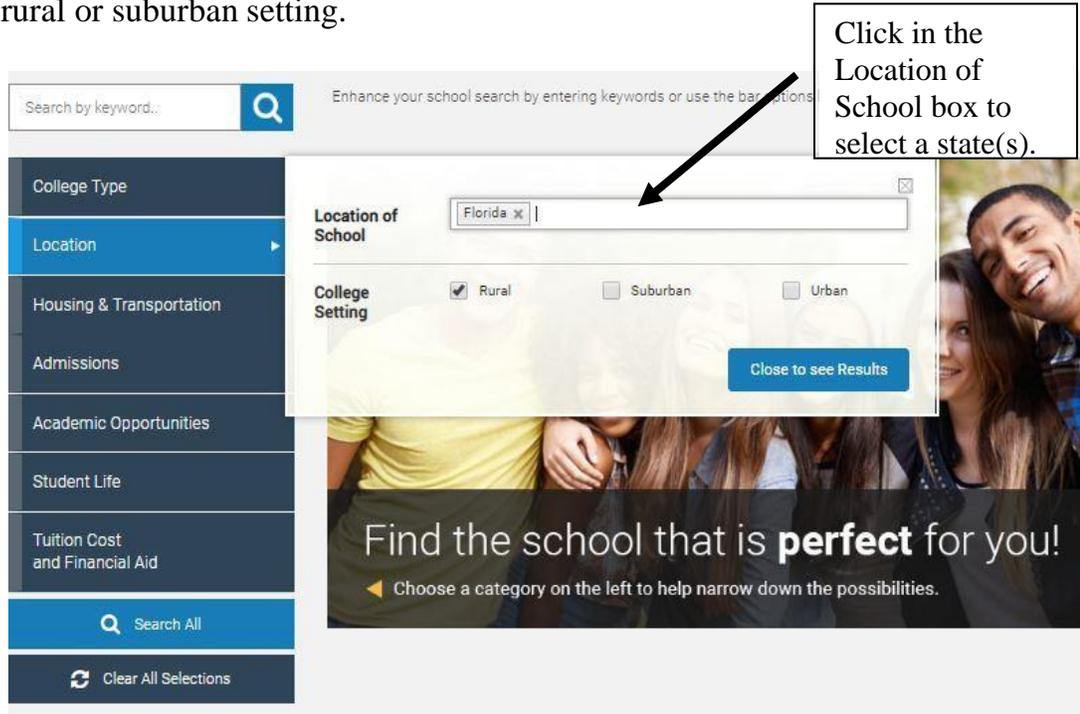
Cost of Attendance and Financial Aid

[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.



- 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 the search interface with the following elements:

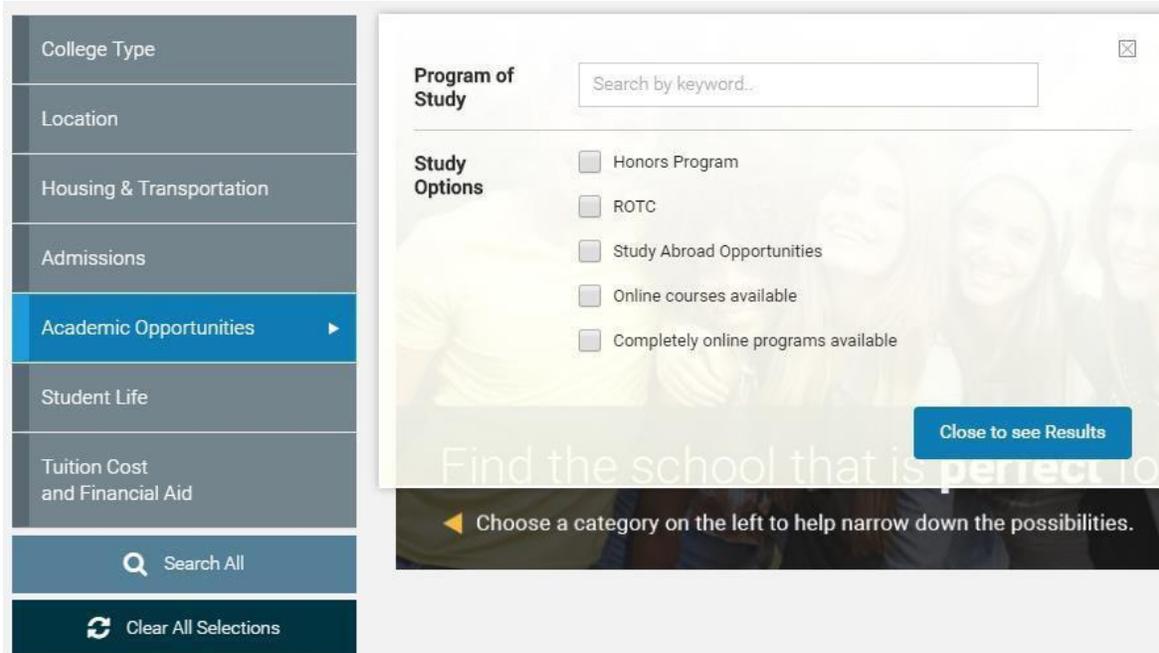
- Search Bar:** "Search by keyword.." with a magnifying glass icon.
- Left Sidebar:**
 - College Type
 - Location
 - Housing & Transportation** (highlighted in blue)
 - Admissions
 - Academic Opportunities
 - Student Life
 - Tuition Cost and Financial Aid
 - Search All
 - Clear All Selections
- Main Panel:**
 - Housing Options:**
 - School has on-campus housing available
 - Freshmen required to live on campus 1st year
 - Guaranteed housing for freshmen
 - Guaranteed housing for all students
 - Majority of students live:
 - On-campus
 - Off-campus-Commute
 - Housing Types:**
 - Coed Housing
 - Greek Housing
 - On-Campus apartments
 - Transportation:**
 - Freshmen allowed to have car on-campus
 - College operates on-campus bus service
- Footer:** "Close to see Results" button.

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

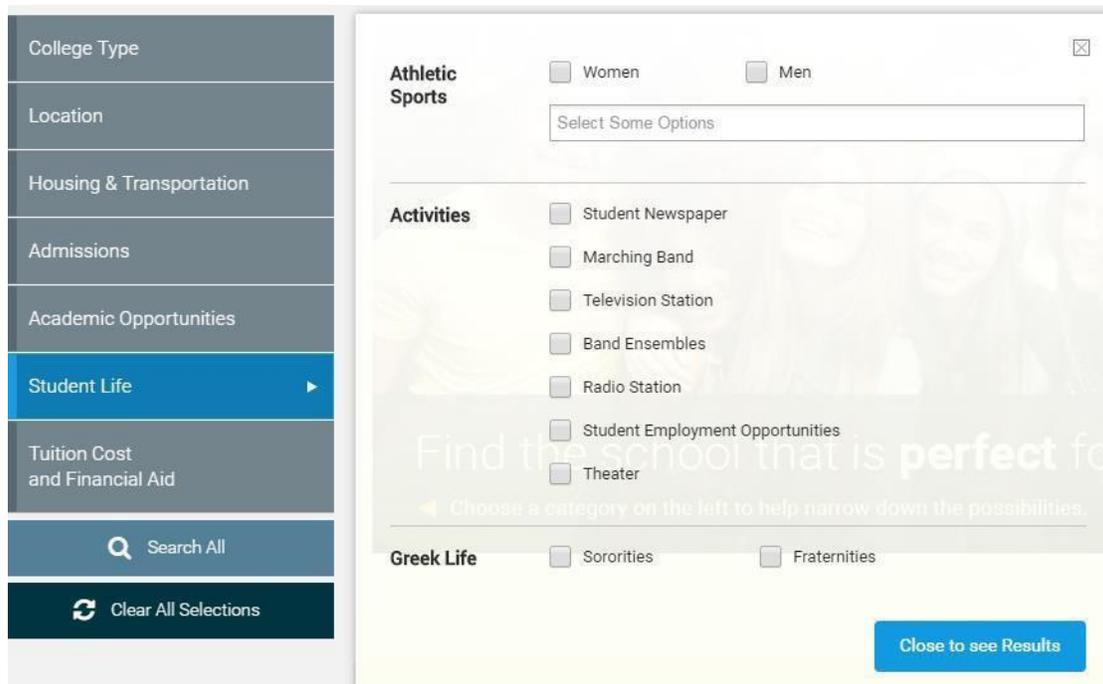
The screenshot shows the search interface with the following elements:

- Search Bar:** "Search by keyword.." with a magnifying glass icon.
- Left Sidebar:**
 - College Type
 - Location
 - Housing & Transportation
 - Admissions** (highlighted in blue)
 - Academic Opportunities
 - Student Life
 - Tuition Cost and Financial Aid
 - Search All
 - Clear All Selections
- Main Panel:**
 - Test Score Requirements:**
 - Minimum SAT Critical Reading: No preference
 - Minimum SAT Critical Math: No preference
 - SAT Writing score used for admissions
 - Minimum ACT Critical Reading: No preference
 - Minimum ACT Critical Math: No preference
 - GPA Requirements:**
 - Minimum High School GPA (Academic Courses only): No preference
 - Minimum GPA on all college coursework attempted: No preference
 - Other Options:**
 - College application fee waivers accepted
 - College credit awarded for AP classes in high school
 - College credit awarded for IB classes in high school
- Footer:** "Close to see Results" button.

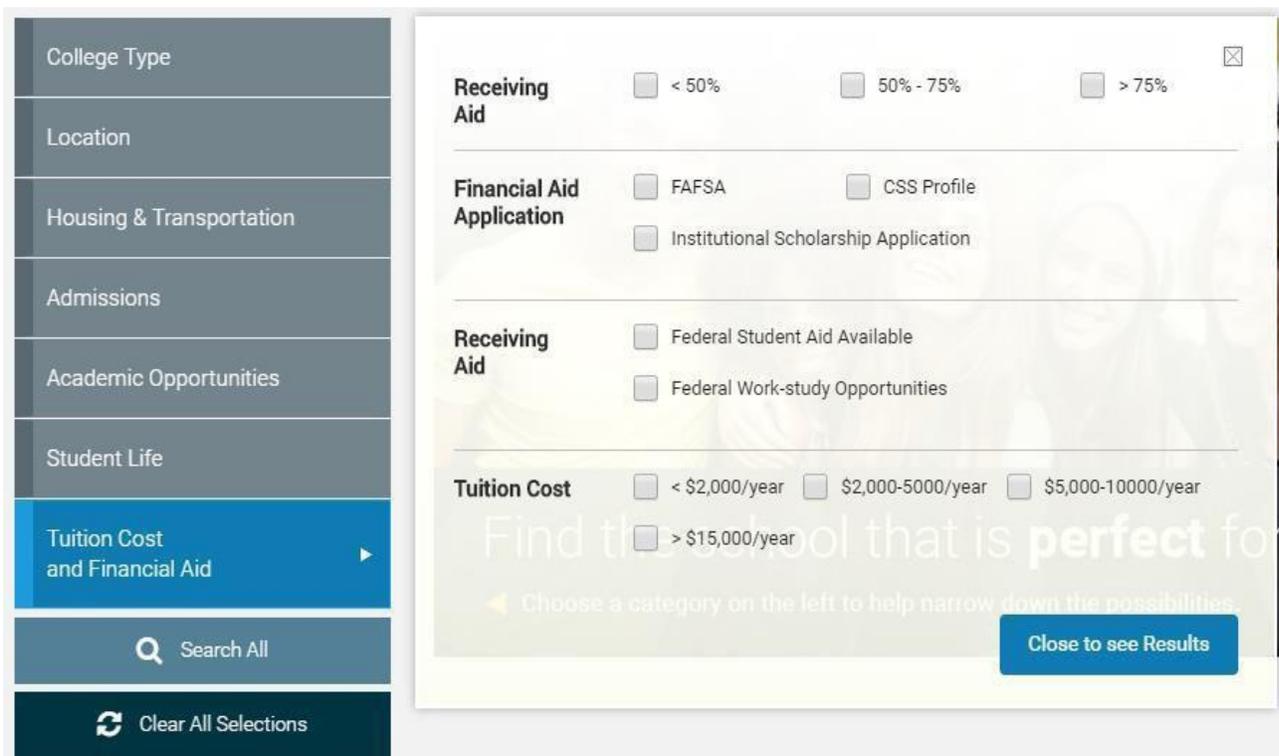
13. If students are looking for schools with specific programs of study, they can search for these under **Academic Opportunities**.



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
Sponsored by GSFC | Georgia State University

Student Prep Sheet

Name: _____
 GAfuture Account Name: _____
 GAfuture 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...

1st Choice: _____ Application fee: _____
 2nd Choice: _____ Application fee: _____
 3rd 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: _____

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



Sponsored by: **GSFC** | Georgia Student Finance Commission

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...

1st Choice: _____ **Application fee:** _____

2nd Choice _____ **Application fee:** _____

3rd 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: _____

ACT

Test Date and Scores: _____

TOEFL

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:

