

## College Application Checklist

***Keep Track of Your Applications: Use this checklist and stay on top of your application requirements, tasks and deadlines.***

| <b>Application Checklist</b>              | <b>College</b> | <b>College</b> | <b>College</b> |
|---|----------------|----------------|----------------|
| <b>Applications</b>                       |                |                |                |
| Obtain or access application              |                |                |                |
| Regular application deadline              |                |                |                |
| Early application deadline                |                |                |                |
| Safety? Probable? Reach?                  |                |                |                |
| <b>Grades</b>                             |                |                |                |
| Request high school transcript sent       |                |                |                |
| Request midyear grade reports sent        |                |                |                |
| <b>Test Scores</b>                        |                |                |                |
| SAT® or other admission test required?    |                |                |                |
| SAT Subject Tests™ required?              |                |                |                |
| Send SAT Subject Test scores              |                |                |                |
| Send SAT scores                           |                |                |                |
| Send AP® scores                           |                |                |                |
| <b>Letters of Recommendation</b>          |                |                |                |
| Request recommendations                   |                |                |                |
| Send thank-you notes                      |                |                |                |
| <b>Essays</b>                             |                |                |                |
| Draft initial essays                      |                |                |                |
| Proofread essays for spelling and grammar |                |                |                |
| Have two people read your essays          |                |                |                |
| Revise your essays                        |                |                |                |
| Proofread your revisions                  |                |                |                |
| <b>Interviews</b>                         |                |                |                |

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|--|--|--|--|
| Interview at college campuses                      |  |  |  |
| Alumni interview                                   |  |  |  |
| Send thank-you notes to interviewers               |  |  |  |
| <b>Send and Track Your Application</b>             |  |  |  |
| Make copies of all application materials           |  |  |  |
| Tell school counselor that you applied             |  |  |  |
| Pay application fee                                |  |  |  |
| Sign application and send                          |  |  |  |
| Confirm receipt of application materials           |  |  |  |
| Send supplemental material, if needed              |  |  |  |
| <b>Financial Aid Forms</b>                         |  |  |  |
| Priority financial aid deadline                    |  |  |  |
| Regular financial aid deadline                     |  |  |  |
| Submit FAFSA                                       |  |  |  |
| Submit PROFILE, if needed                          |  |  |  |
| Submit institutional aid form, if needed           |  |  |  |
| Submit state aid form, if needed                   |  |  |  |
| <b>After You Send Your Application</b>             |  |  |  |
| Receive letter from office of admission            |  |  |  |
| Receive financial aid award letter                 |  |  |  |
| Meet deadline to accept admission and send deposit |  |  |  |
| Accept financial aid offer                         |  |  |  |
| Notify the other colleges you will not attend      |  |  |  |