

## ***College Application Checklist***

Use this checklist to help you stay on top of your application tasks, paperwork and deadlines.

<b>Application Checklist</b>	<b>College 1</b>	<b>College 2</b>	<b>College 3</b>
<b>Applications</b>			
Request info & application forms			
Regular application deadline			
Early application deadline			
Common application?			
Supplements?			
Safety? Match? Reach?			
<b>Grades</b>			
High school transcript sent?			
Midyear grade reports sent?			
<b>Test Scores</b>			
ACT/SAT required?			
ACT/SAT scores sent?			
<b>Letters of Recommendation</b>			
Recommendations requested?			
Recommendations sent?			
Thank-you notes sent?			
<b>Personal Statement</b>			
Write personal statement			
Proof personal statement for spelling and grammar			
Have two people read personal statement			

<b>Checklist</b>			
	<b>College 1</b>	<b>College 2</b>	<b>College 3</b>
<b>Essays</b>			
Write essay(s)			
Proof essay(s) for spelling and grammar			
Have two people read essay(s)			
<b>Interviews</b>			
Interview at college			
Alumni interview			
Send thank-you note(s) to interviewer(s)			
<b>Send and Track Your Application</b>			
Make copies of all application materials <sup>38</sup>			
Apply online			
Include application fee			
Confirm receipt of application materials			
Send supplemental material, if needed			
<b>Financial Aid</b>			
Priority financial aid deadline			
Regular financial aid deadline			
Mail FAFSA			
Submit CSS/Financial Aid PROFILE®, if needed			
Mail institutional aid form, if needed			
Mail state aid form, if needed			
Scholarship research and applications			
<b>After You Send Your Application</b>			
Receive admission letter			
Receive financial aid award letter			

<sup>38</sup> Note, some programs require additional applications materials such as: music/dance – audition, art – portfolio, and tryouts for certain sports or clubs. Be aware of this so you can meet all deadlines.

<b>Checklist</b>			
	<b>College 1</b>	<b>College 2</b>	<b>College 3</b>
Send deposit			
Send final transcript			
<b>After You are Accepted</b>			
Send documentation to Disabilities Services Office (DSO)*			
Register with DSO*			

\*If you have chosen to disclose your disability.

*Adapted from: Handout 4A, page 1-2, College Counseling Sourcebook, 4<sup>th</sup> Edition. © 2007 The College Board. All rights reserved. Permission granted to copy this for educational purposes.*