College Application Checklist



- [ ] Download or print the application
- [ ] Make a note of all deadlines - regular and early dates
- [ ] Request high school transcript and your 1st semester grades
- [ ] Complete any required admission tests
- [ ] Schedule and prepare for SAT tests, AP exams, etc.
- [ ] Once you receive test scores, be sure to send all results to the universities you're applying to
- [ ] Request recommendation letters, and send thank you notes to those who do
- [ ] Draft your application essays. Have more than one person proofread them. Then, revise the essays, then have them proofread a **second time. Complete those second corrections.
- [ ] Visit the campuses you're interested in for interviews with the admissions department
- [ ] Also attempt to set up an interview with an alumni of the campus
- [ ] Submit FAFSA
- [ ] Submit PROFILE (if necessary)
- [ ] Keep in mind the early and regular financial aid deadlines
- [ ] Complete college application
- [ ] Make copies of all of your application documents
- [ ] Prepare money for application fees
- [ ] Sign and send applications
- [ ] Send forms for college financial aid, and state financial aid (if needed)

- [ ] Obtain a confirmation (or receipt) of your application materials
- [ ] Beware of and submit any additional materials that individual universities might require
- [ ] Keep you high school counselor informed of all of your applications
- [ ] Wait until you receive a letter from the admissions department regarding your application's fate
- [ ] Wait also until you receive a letter notifying you of any aid you are awarded (from the school or state)
- [ ] You have a deadline to accept the offer to attend the university - decide before then!
- [ ] Accept financial offer in relation to the school offer as well
- [ ] Politely decline the universities you will not attend

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