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| --- | --- |
| **Application Checklist** | **College:\_\_\_\_\_\_\_\_\_\_\_\_** |
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|  |  |
|  |  |
| * Get the application
 |   |
| * Make a note of the regular application deadline
 |   |
| * Make a note of the early application deadline
 |   |
| * Request high school transcript sent
 |   |
| * Request midyear grade report sent
 |   |
| * Find out if an admission test is required
 |   |
| * Take an admission test, if required (SAT, ACT, COMPASS)
 |   |
| * Take other required or recommended tests (e.g., SAT Subject Tests,
 |   |
| * Send admission-test scores
 |   |
| * Send other test scores
 |   |
| * Request recommendation letters
 |   |
| * Send thank-you notes to recommendation writers
 |   |
| * Draft initial essay
* Check for essay supplements if school uses Common Application
 |   |
| * Proofread essay(s) for spelling and grammar
 |   |
| * Have two people read your essay(s)
 |   |
| * Revise your essay(s)
 |   |
| * Proofread your revision(s)
 |   |
| * Complete college application
 |   |
| * Make copies of all application materials
 |   |
| * Pay application fee
 |   |
| * Sign and send application
 |   |
| * Confirm receipt of application materials
 |   |
| * Send additional material, if needed
 |   |
| * Tell school counselor that you applied
 |   |
| * Make a note of the priority financial aid deadline
 |   |
| * Make a note of the regular financial aid deadline
 |   |
| * Submit FAFSA
 |   |
| * Submit PROFILE, if needed
 |   |
| * Submit college aid form, if needed
 |   |
| * Submit state aid form, if needed
 |   |
| * Receive letter from office of admission
 |   |
| * Receive financial aid award letter
 |   |
| * Meet deadline to accept admission and send deposit
* Tell Counselor where you are going
 |   |
| * Accept financial aid offer
 |   |
| * Notify the colleges you will not attend
 |  |