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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 |  |