

# 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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