

College application checklist

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

| | College 1 | College 2 | College 3 |
|---|-----------|-----------|-----------|
| Application Checklist | | | |
| Applications | | | |
| Request info/application forms | | | |
| Regular application deadline | | | |
| Early application deadline | | | |
| Grades | | | |
| Request high school transcript sent | | | |
| Request midyear grade reports sent | | | |
| Test Scores | | | |
| Send SAT® scores | | | |
| Send SAT Subject Test scores | | | |
| Send ACT scores | | | |
| Send AP® scores | | | |
| Letters of Recommendation | | | |
| Request recommendations | | | |
| Send thank-you notes | | | |
| Essays | | | |
| Write essay(s) | | | |
| Proof essay(s) for spelling and grammar | | | |
| Have two people read essay(s) | | | |
| Interviews | | | |
| Interview at college | | | |
| Alumni interview | | | |

College application checklist (page 2)

| | College 1 | College 2 | College 3 |
|--|-----------|-----------|-----------|
| Application Checklist | | | |
| Send thank-you note(s) to interviewer(s) | | | |
| Send and Track Your Application | | | |
| Make copies of all application materials | | | |
| Apply online | | | |
| Include application fee | | | |
| Sign application | | | |
| Confirm receipt of application materials | | | |
| Send supplemental material, if needed | | | |
| Financial Aid Forms | | | |
| 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 | | | |
| After You Send Your Application | | | |
| Receive admission letter | | | |
| Receive financial aid award letter | | | |
| Send deposit | | | |
| Send final transcript | | | |

Source: *The College Board*