

College Application Checklist

--- My Colleges and Universities ---

| Step/Task | Due Date | College Name: |
|--|----------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Finalize your Student Résumé | | <input type="checkbox"/> |
| Print out paper copies of online admission applications and other required forms – begin filling out by hand | | <input type="checkbox"/> |
| Letters of Recommendation – make request to teachers/counselors/employers to write letters | | <input type="checkbox"/> |
| Grade transcripts – order official sealed copies | | <input type="checkbox"/> |
| Grade transcripts – sent to colleges electronically by counselor or as official sealed copies obtained by student | | <input type="checkbox"/> |
| Letters of Recommendation - returned to student or submitted by teachers/counselors directly to colleges | | <input type="checkbox"/> |
| Paper copies of application forms - complete by hand | | <input type="checkbox"/> |
| Admission application essays – complete required essays | | <input type="checkbox"/> |
| Online applications - complete and submit with essays | | <input type="checkbox"/> |
| All other admission forms and documents - complete | | <input type="checkbox"/> |
| All other admission forms and documents - photocopy | | <input type="checkbox"/> |
| All other admission forms / documents – mail using U.S. Post Office certified mail, Fed Ex or UPS tracking system. | | <input type="checkbox"/> |
| SAT® and ACT® scores - send to colleges | | <input type="checkbox"/> |
| CSS/PROFILE® application - submit online | | <input type="checkbox"/> |
| College decision letters - received by student | | <input type="checkbox"/> |
| FAFSA application - submit online | | <input type="checkbox"/> |
| Mid-Year grade reports – send to colleges | | <input type="checkbox"/> |
| FAFSA application corrections – complete online | | <input type="checkbox"/> |
| CSS/PROFILE® corrections – submit to colleges | | <input type="checkbox"/> |
| Financial aid award e-mails or letters – received from colleges | | <input type="checkbox"/> |
| Enrollment Confirmation Form – mail to college you WILL attend | | <input type="checkbox"/> |
| Non-acceptance letters – mail to colleges you will NOT attend | | <input type="checkbox"/> |
| AP Test grades – send to college you will attend | | <input type="checkbox"/> |
| Final grade report – send to college you will attend | | <input type="checkbox"/> |