

College Application Checklist

Print and use this checklist to keep track of your college application requirements, tasks and deadlines.

Application Checklist	College: _____
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	
Take other required or recommended tests (e.g., SAT Subject Tests, AP Exams, IB exams)	
Send admission-test scores	
Send other test scores	
Request recommendation letters	
Send thank-you notes to recommendation writers	
Draft initial essay	
Proofread essay for spelling and grammar	
Have two people read your essay	
Revise your essay	
Proofread your revision	
Interview at college campus	
Have an alumni interview	
Send thank-you note to interviewer(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	
Accept financial aid offer	
Notify the colleges you will not attend	