# 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 deadlines** | | | |
| Regular application deadline | | | |
| Early application deadline | | | |
| **Grades** | | | |
| Request high school transcript sent | | | |
| Request midyear grade reports sent | | | |
| **Test Scores** | | | |
| Send test scores (e.g., SAT) | | | |
| Send SAT Subject Test scores | | | |
| Send AP® scores | | | |
| **Letters of Recommendation** | | | |
| Number required | | | |
| Request recommendations | | | |
| Send thank-you notes | | | |
| **Essays** | | | |
| Number required | | | |
| Proof essay(s) for spelling and grammar | | | |
| Have two people read essay(s) | | | |
| Final copy in application | | | |
| **Interviews** | | | |
| Interview date | | | |
| Send thank-you note(s) to interviewer(s) | | | |

# College application checklist (page 2)

| | College 1 | College 2 | College 3 |
|---|---|---|---|
| **Send and Track Your Application** | | | |
| Save/copy all application materials | | | |
| Include application fee | | | |
| Sign application | | | |
| Confirm receipt of application materials | | | |
| Send supplemental material, if needed | | | |
| Give copy to school counselor | | | |
| **Financial Aid Forms** | | | |
| Priority financial aid deadline | | | |
| Regular financial aid deadline | | | |
| Submit FAFSA | | | |
| Submit CSS/Financial Aid PROFILE®, if needed | | | |
| Submit institutional aid form, if needed | | | |
| Submit state aid form, if needed | | | |
| **After You Send Your Application** | | | |
| Receive admission letter | | | |
| Receive financial aid award letter | | | |
| Accept financial aid package | | | |
| Housing forms completed and returned | | | |
| Send deposit | | | |
| Notify other colleges you will not attend | | | |

**Source:** *Get it Together for College, 2nd ed. (College Board, 2011)*