

# 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)
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- 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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