



College Application Checklist

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

Application checklist for: _____	Task/Date/Notes
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 or other test scores	
Request recommendation letters from teachers/others	
Send thank-you notes to recommendation writers	
Research what makes a good essay & draft initial version	
Have 2 people(& yourself) proof-read essay for spelling and grammar	
Revise your essay and proofread final version	
Interview at college campus	
Have an alumni interview	

Submit FAFSA	
Make a note of the priority financial aid deadline	
Make a note of the regular financial aid deadline	
Complete college application	
Pay application fee (<i>or obtain waiver from LEAF advisor</i>)	
Make copies of all application materials, sign and send	
Submit college aid form, if needed	
Submit state aid form, if needed	
Confirm receipt of application materials	
Send additional material, if needed	
Tell school counselor that you applied	
Receive letter from office of admission	
Receive financial aid award letter	
Meet deadline to accept admission and send deposit	
Accept financial aid offer, if attending	
Notify the colleges if you will not be attending	
Other Notations:	