

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)			

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	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)*