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**College Application Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of School | **College 1** | **College 2** | **College 3** | **College 4** |
|  | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Locate and Review the Application |[ ] [ ] [ ] [ ]
| Note the regular application deadine  | Click to Select Date | Click to Select Date | Click to Select Date | Click to Select Date |
| Note the early application deadine | Click to Select Date | Click to Select Date | Click to Select Date | Click to Select Date |
| Is ACT or SAT required? | Select one... | Select one... | Select one... | Select one... |
| Request test scores to be sent, if needed |[ ] [ ] [ ] [ ]
| Request recommendation letters, if needed |[ ] [ ] [ ] [ ]
| Send thank-you notes to recommendation writers |[ ] [ ] [ ] [ ]
| Draft initial essay, if required |[ ] [ ] [ ] [ ]
| Proofread for spelling & grammar |[ ] [ ] [ ] [ ]
| Have 2 people proofread your essay |[ ] [ ] [ ] [ ]
| Revise your essay |[ ] [ ] [ ] [ ]
| Proofread your revision |[ ] [ ] [ ] [ ]
| Interview at college campus, if available |[ ] [ ] [ ] [ ]
| Send thank-you note to interviewer |[ ] [ ] [ ] [ ]
| Complete college application |[ ] [ ] [ ] [ ]
| Print copies of all application materials |[ ] [ ] [ ] [ ]
| Pay application fee, if applicable |[ ] [ ] [ ] [ ]
| Sign and submit application |[ ] [ ] [ ] [ ]
| Request offiical high school transcript |[ ] [ ] [ ] [ ]
| Confirm receipt of application materials |[ ] [ ] [ ] [ ]
| Send additional material, if needed |[ ] [ ] [ ] [ ]
| Search and apply for scholarships |[ ] [ ] [ ] [ ]
| Note priority financial aid deadline | Click to Select Date | Click to Select Date | Click to Select Date | Click to Select Date |
| Note regular financial aid deadline | Click to Select Date | Click to Select Date | Click to Select Date | Click to Select Date |
| Submit FAFSA |[ ] [ ] [ ] [ ]
| Submit PROFILE, if needed |[ ] [ ] [ ] [ ]
| Submit college aid form, if needed |[ ] [ ] [ ] [ ]
| Submit state aid form, if needed |[ ] [ ] [ ] [ ]
| Receive admission decision letter |[ ] [ ] [ ] [ ]
| Receive financial aid award letter |[ ] [ ] [ ] [ ]
| Meet deadline to accept admission and send deposit |[ ] [ ] [ ] [ ]
| Accept financial aid offer |[ ] [ ] [ ] [ ]
| Notify the colleges youapplied to, but will not attend |[ ] [ ] [ ] [ ]
| Schedule Orientation and register for classes |[ ] [ ] [ ] [ ]