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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 |  |  |  |  |