

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	College 4
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	College 4
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. (The College Board, 2011)