

COLLEGE APPLICATION CHECKLIST

Use this college application checklist to assist you in staying organized and on top of this important and tedious process! It is important that you write down the month and year that you would like to have things accomplished (your GOAL DATE!) We also recommend that you write down the date that you actually completed the task (your COMPLETION DATE!)

TO-DO LIST	GOAL DATE	COMPLETION DATE
1. Research at least ten colleges that you are interested in.		
2. Narrow down your list to your top five schools and list them here: <ol style="list-style-type: none"> 1. 2. 3. 4. 5. Get applications for all five schools and their application deadlines. It might be beneficial to print a checklist for each of your top five schools.		
3. Get a calendar (a hard copy or an electronic one) to keep track of important dates and deadlines. A wall calendar is recommended so that the whole family can see it often!		
4. Create a folder, binder or portfolio for all college application documents. (This should include all correspondence, applications, emails, etc.)		
5. Clean up your social media accounts and online image. You will also need a personal yet professional email address to use for all college correspondence.		
6. We recommend using the Common Application. Go to www.commonapp.org and set up an account and get a pin number. Be sure to write the pin number down in a safe place for easy access. If applying for a public school in Texas, you can also go to www.applytexas.org		
7. Make a note of the regular application deadlines for all schools you're still interested in.		
8. Make a note of all early application deadlines for all schools you're still interested in.		

<p>9. Sign up to take the SAT and/or ACT. When you sign up to take these tests, ask that your scores be sent to your top five schools. Take these early as you might also want to take them often depending on your first score.</p>		
<p>10. Check to see if application fee waivers are available for you.</p>		
<p>11. Complete all online applications for your top five schools. Be sure to proof read them and submit any necessary application fees.</p>		
<p>12. Put together a resume! This resume should include your high school information, GPA, test scores, leadership roles, extracurricular activities, hobbies, community service, jobs, references and any other pertinent information. There are several templates online that will help you create this document.</p>		
<p>13. Request recommendation letters. We highly suggest that you put together a packet for your recommendation writers. This packet should include all necessary recommendation forms included in the application, the deadline for submission, where they should submit the letter and your resume.</p>		
<p>14. Ask for recommendations. Teachers, coaches, counselors and mentors usually write great recommendation letters.</p>		
<p>15. Request high school transcripts from your registrar. Some colleges require “official” transcripts while others are okay with “unofficial” transcripts, be sure to pay attention.</p>		
<p>16. Draft initial essay(s). Proofread essay(s) for spelling and grammar. Revise your essay(s).</p>		
<p>17. Have at least two other people read and revise your essay(s). Proofread all revisions.</p>		
<p>18. Financial Aid! Submit FAFSA as close to October 1st of your senior year as possible. If you qualify for assistance, it is first come, first serve.</p>		
<p>19. Make a note on your calendar of all financial aid deadlines.</p>		

20. Check the status of all applications approximately three to four weeks after submission. You can do this through the application website or calling the admissions department.		
21. If an interview is required for the application process or admissions, be sure to schedule it and put the date on your calendar.		
22. If you receive any significant awards after you apply, be sure to send the admission offices an email or handwritten note asking them to add these honors to your file. Include your name and SSN number on the note.		
23. Colleges will require that you submit your spring grades and final transcript. Keep your grades up that last semester and finish strong! Scholarships and admissions can be revoked based on spring semester grades.		
24. Request final transcript from registrar and send (or have sent) to all applicable colleges.		
25. Sign up for summer orientation, camps and housing.		
26. Send in any and all deposits or fees needed for the summer/fall.		
27. Register for classes. Welcome to college!		

NOTES/OTHER REMINDERS/CONTACTS:
