College Application Checklist

Step/Task	Due Date	College Name:	College Name:	College Name:	College Name:	College Name:
Finalize your Student Résumé		❑	❑	❑	❑	❑
Print out paper copies of online admission applications and other required forms – begin filling out by hand		❑	❑	❑	❑	❑
Letters of Recommendation – make request to teachers/counselors/employers to write letters		❑	❑	❑	❑	❑
Grade transcripts – order official sealed copies		❑	❑	❑	❑	❑
Grade transcripts – sent to colleges electronically by counselor or as official sealed copies obtained by student		❑	❑	❑	❑	❑
Letters of Recommendation - returned to student or submitted by teachers/counselors directly to colleges		❑	❑	❑	❑	❑
Paper copies of application forms - complete by hand		❑	❑	❑	❑	❑
Admission application essays – complete required essays		❑	❑	❑	❑	❑
Online applications - complete and submit with essays		❑	❑	❑	❑	❑
All other admission forms and documents - complete		❑	❑	❑	❑	❑
All other admission forms and documents - photocopy		❑	❑	❑	❑	❑
All other admission forms / documents – mail using U.S. Post Office certified mail, Fed Ex or UPS tracking system.		❑	❑	❑	❑	❑
SAT® and ACT® scores - send to colleges		❑	❑	❑	❑	❑
CSS/PROFILE® application - submit online		❑	❑	❑	❑	❑
College decision letters - received by student		❑	❑	❑	❑	❑
FAFSA application - submit online		❑	❑	❑	❑	❑
Mid-Year grade reports – send to colleges		❑	❑	❑	❑	❑
FAFSA application corrections – complete online		❑	❑	❑	❑	❑
CSS/PROFILE® corrections – submit to colleges		❑	❑	❑	❑	❑
Financial aid award e-mails or letters – received from colleges		❑	❑	❑	❑	❑
Enrollment Confirmation Form – mail to college you WILL attend		❑	❑	❑	❑	❑
Non-acceptance letters – mail to colleges you will NOT attend		❑	❑	❑	❑	❑
AP Test grades – send to college you will attend		❑	❑	❑	❑	❑
Final grade report – send to college you will attend		❑	❑	❑	❑	❑