

INDIVIDUAL APPLICATION CHECKLIST

Some students like having an application checklist for every application they plan to complete.

Application Due Date: Early Action (EA): Restricted Early Action (REA):
Early Decision (ED): Regular Action:

Name of college: College Code Number:
Phone Number: Fax Number:
Address:

E-mail Address: Website:
Admissions Rep assigned to your school:
E-mail Address: Phone Number:

Downloaded Application and/or Supplement

Essay Questions

Short Essays	Long Essays
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Other Questions:

Preliminary Application Sent: Application fee Sent:
 Regular Application Sent: Application fee Sent:

Completed:

- 1. Application form
- 2. Essays
- 3. Supplementary Information form
- 4. Activities Resume (if allowed)
- 5. Other materials
- 6. Entire application photocopied before sending in

Request Test Scores Be Sent

SAT I and Subject Tests:

ACT:

AP Tests:

Attend School Visit By College Admissions Rep

Date of Visit:

Name of Rep:

Got business card?:

Follow-up Thank-you Note Sent:

Set Up Admissions Interview At College Or With Alum

Date:

Time:

Contact person:

Phone number:

Address of Interview Place:

Possible Items To Give High School Counselor

1. Secondary School Report Form for this College
2. Copy of High School Resume
3. List of Colleges Applying to and App deadlines
4. List of people to whom letters of recommendation have been given
5. Activities Resume
6. Other materials
7. Stamped, Addressed Envelope to College (if not sending form online)
8. Thank you note

Teacher Letters of Recommendation

#1. (name)

#2. (name)

A. College List and App deadlines

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B. Recommendation Form

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C. Stamped, Addressed Envelope (if not sending form online)

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D. Letter of Recommendation Package, including resume

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E. Thank-you Note to Teacher Sent

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Optional Letter of Recommendation

#3. (name)

- A. College List and App deadlines
- B. Recommendation Form
- C. Stamped, Addressed Envelopes
- D. Letter of Recommendation Package, including resume
- E. Thank-you Note Sent

Peer Letter of Recommendation (sometimes required)

#4. (name)

- A. Name of Colleege
- B. Recommendation Form
- C. Stamped, Addressed Envelope (if not sending online)
- D. Copy of Activities resume
- E. Thank You Note Sent

Request Copy of High School Transcript Sent

Request Copy of College Transcripts Where Have Taken Classes (Early college program, a local community college, etc.)

Financial Aid Forms Sent

Deadline:

Contact College To Make Sure All Application Materials Received Including Application, Transcript, Test Scores, Letters of Recommendation

Check with School Counselor To Make Sure Mid-Year School Report Is Sent

Expected Notification Date:

Ask high school counselor to send Final Report and official transcript with Final grades