

College Application Materials Checklist

Use this checklist to keep track of the application forms and materials required by each school to which you're applying.

FORMS

	<i>College 1</i>	<i>College 2</i>	<i>College 3</i>	<i>College 4</i>
Requires secondary school report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requires midyear school report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TEST SCORES

Requires entrance exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requires test scores be sent from testing agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requires SAT Subject Tests™	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requires other state test scores	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECOMMENDATION LETTERS

Requires teacher letter of recommendation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requires counselor (or other school official) letter of recommendation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ESSAYS/INTERVIEWS

Requires essays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requires interview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommends interview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINANCIAL AID FORMS

Requires FAFSA®	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requires CSS Profile™	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requires supplemental institutional form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requires state form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

College Application Tips

Here are some tips to keep in mind as you start your college application process.

STAY COOL

College applications can be stressful to complete, but this is also an exciting time. Work with your counselor, your parents, and others to get through it all. You got this!

SUBMIT AND SAVE

Print and save the completed application before you send it and keep a copy for your files. And remember: only submit it once—either online or via mail.

PLAN AHEAD

Review each part of the applications before you get to work. Some applications will require the same basic information and others will have unique requests.

USE A FEE WAIVER

If you used an SAT[®] fee waiver, you are automatically eligible for application fee waivers to over 2,000 colleges.

GET ORGANIZED

Keep track of the materials and many parts for each application. Make a folder for each application to keep all materials together. Tell your counselor or other appropriate school personnel which materials your school needs to send to the college (such as your transcript and recommendations).

ASK FOR HELP

Ask your counselor, teachers, or parents to review your application, essays, and other materials before you submit them. Request a letter of recommendation at least two weeks before your deadline and provide supporting material to help them write the best one for you.

BE ACCURATE

Ensure that you put together an organized and accurate application. Review for grammar and typos. Make sure your name is the same on all elements of your application. Double-check that all documents you're submitting (like transcripts) are correct.

SET A SCHEDULE

Allow for time to get your requirements together, get input from your counselor or other adults, review them as a whole, and revise as needed. Keep a close eye on the application deadline, along with other deadlines for financial aid and scholarships.

BE CAREFUL NOT TO

- Procrastinate! There is a lot to do, especially if you have several applications to complete and essays to write. You may not do the application (and yourself) justice if you leave it until the last minute.
- Type your essay directly into the application. Draft it separately, and then upload the final proofread version.
- Send a photocopy of your own test score report unless requested to do so. Ask the testing organization to send your official test scores directly to the colleges.
- Take on the application process alone. Your school counselor is your best resource in the college application process. Teachers and parents can also help provide advice and support.

College Application Tracker

Use this form to note the dates you've completed each task in the application process. It will help you remember what you've already done and what you still need to do.

APPLICATION

	College 1	College 2	College 3	College 4
Made copies of all application materials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signed and submitted application (online or paper)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requested transcript sent	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paid application fee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sent additional materials if needed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Confirmed college received all materials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gave counselor (or school official) midyear school report	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

TEST SCORES

Took entrance exam	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Had test scores sent	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Had additional required test scores sent (SAT Subject Tests™, AP® Exams, etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

RECOMMENDATION LETTERS/FORMS

Gave teacher(s) form for recommendation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Provided teacher(s) with helpful information (i.e., résumé, deadlines)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gave counselor (or other school official) secondary school form	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wrote thank-you notes to recommenders	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ESSAYS

Completed first draft of essay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Had two people proofread essay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Revised and submitted essay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

