

APPLICATION CHECKLIST

Name of College: _____

Name of admissions counselor or contact: _____

- Made school visit (online and/or in person)

Keep copies of all application materials

Admission Application:

- Notated filing deadlines: Early Admission: _____
Early Action: _____
Regular Admission: _____

- Completed and signed the application.
- Proofread to make sure all questions are answered and the spelling and grammar are correct.
- Included application fee (or requested fee waiver as appropriate) with submitted application.
- Completed an interview if required.
- Contacted college to ensure your completed application was received by the deadline.

Admission Essay (if required):

- Completed first draft of the essay.
- Received input on the first draft, revised, proofread and submitted.



Grades and Test Scores:

- Asked counselor to submit high school transcript (6 or 7 semesters as requested by college).
- Made sure ACT and/or SAT scores were sent to the college.
- Made sure AP test scores and final transcript are sent after graduation.

Letters of Recommendation (if required)

- Provided your resumé to persons writing letters for you.
- Provided persons writing letters for you with stamped envelopes to mail your recommendations.

Scholarships and Financial Aid:

- Submitted college applications for need-based and non-need-based aid. **IMPORTANT:** Meet all deadlines!
- Completed application for state financial aid.
- Obtained Federal Student Aid PIN (student and parent) required when filing FAFSA online: www.pin.ed.gov.
- Completed Free Application for Federal Student Aid (FAFSA) meeting college deadline: www.fafsa.ed.gov.
- Reviewed Student Aid Report (SAR) received after filing the FAFSA to ensure all information is accurate.

Admission and Scholarship Notification:

- Responded to admission notification from each college.
- Responded to scholarship notification from college – understand all conditions for receipt and renewal.
- Responded to financial aid notification from college – understand all conditions for receipt and renewal.
- Paid deposits required by the college you choose to attend.
- Notified financial aid office of schools you do not plan to attend.
- Responded to all requests for additional information or documentation such as student loan promissory note.
- Notified financial aid office of any outside scholarships received.