College Application Checklist 2018-2019

	College 1	College 2	College 3	College 4	College 5	College 6	College 7	College 8
Applications								
Type (Common App/Coalition App/College Specific)								
Application deadline								
Require Supplement? (Y/N) If yes, Add Date Completed								
Require College Specific Teacher Evaluation Form? (Y/N) If yes, Add Date Submitted to Teacher								
Transcript Fees Paid if needed								
Test Scores								
Date test scores were sent (SAT/ACT/SAT Subject Tests) via collegeboard.org or ACTstudent.org								
Letters of Recommendation								
Confirm 2 recommendations								
Send thank you notes to recommenders								
Essays								
Proof essay(s) for spelling & grammar								
Have 2 people read your essay								
Interviews								
Interview Required or Optional?								
Mock Interview with Counselor								
Interview date & location								
Send thank you note/email to interviewer								
Send and Track Your Application								
Make copies of all application materials								
Include application fee								
Sign application								
Confirm receipt of application materials								
Send supplemental materials, if needed								
Financial Aid Forms								
Request PIN								
Priority financial Aid deadline								
Regular Financial Aid deadline								
Submit FAFSA online								
Submit CSS Profile, if needed								
After You Send Your Application								
Receive admissions decision letters & provide copy to counselor								
Receive financial aid award letters & provide copy to counselor								
Send deposit by deadline & Update College Attending with Counseling department								
Request final transcript through Parchment								