

College application checklist

Use this checklist to help you stay on top of your application tasks, paperwork and deadlines.

Application Checklist	College 1	College 2	College 3
Applications			
Request info/application forms			
Regular application deadline			
Early application deadline			
Grades			
Request high school transcript sent			
Request midyear grade reports sent			
Test Scores			
Send test scores (e.g., SAT)			
Send SAT Subject Test scores			
Send AP [®] scores			
Letters of Recommendation			
Request recommendations			
Send thank-you notes			
Essays			
Write essay(s)			
Proof essay(s) for spelling and grammar			
Have two people read essay(s)			
Interviews			
Interview at college			
Alumni interview			
Send thank-you note(s) to interviewer(s)			

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Application Checklist	College 1	College 2	College 3
Send and Track Your Application			
Make copies of all application materials			
Apply online			
Include application fee			
Sign application			
Confirm receipt of application materials			
Send supplemental material, if needed			
Financial Aid Forms			
Priority financial aid deadline			
Regular financial aid deadline			
Mail FAFSA			
Submit CSS/Financial Aid PROFILE®, if needed			
Mail institutional aid form, if needed			
Mail state aid form, if needed			
After You Send Your Application			
Receive admissions letter			
Receive financial aid award letter			
Send deposit			
Send final transcript			

Source: *The College Board*