

College Application Checklist

Applying to multiple colleges can get confusing! Copy and use this check list for **EACH** college you are applying to so that you don't forget anything!

PLAN	✓
Add school to "Colleges I'm Applying To" on Naviance and choose how you are applying (Common App, Direct to Institution, etc.)	
Gather your information for application forms (Address, Social Security Number, Etc.)	
Note application deadlines and choose which you want to apply by: <ul style="list-style-type: none"> • Early Action (Non-Binding): _____ • Early Decision (Binding): _____ • Regular Decision: _____ 	
Note Priority Scholarship Deadline: _____	
TEST SCORES	✓
Request Fee Waiver if Applicable*	
Send SAT Scores from College Board	
Send SAT Subject Test Scores from College Board	
Send ACT Scores from ACT	
RECOMMENDATION LETTERS	✓
Note required number of recommendation letters <ul style="list-style-type: none"> • Counselor: _____ • Teacher: _____ 	
Ask counselor and teachers IN PERSON for a letter of recommendation and provide them with a resume	
Request letters of recommendation from counselor and teachers through Naviance	
Send thank-you notes	
GRADES	✓
Request high school transcript through Naviance	
Request mid-year grade reports (If needed**)	
ESSAY	✓
Choose essay prompt (if there are multiple options)***	
Draft initial essay	
Proofread essay for spelling and grammar	
Have two people read your essay	
Revise essay	
Proofread revision	

APPLICATION	
Complete Application****	✓
Answer all supplemental questions	
Carefully review your application	
Include application fee*	
Confirm receipt of all application materials	
FINANCIAL AID	
Note the college's financial aid deadline: _____	✓
Submit the FAFSA (Available October 1 st)	
Submit the CSS Profile, if required	
Submit college specific financial aid forms	
Submit additional college specific scholarship applications, if necessary	

* You may qualify for fee waivers if you currently receive free and reduced lunch, visited campus, know an alumni, etc.

** Some schools may require a mid-year grade report showing your first semester (Quarter 1 and Quarter 2) senior year grades

*** Keep in mind you may not be able to use the same essay for each school. Review the essay prompt for each school.

**** Each school may use a different application (Common App, Coalition App, Common Black College App, or Institution Specific)