

College Application Checklist

Keep Track of Your Applications

Student Name: _____

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

Application Checklist	College 1	College 2	College 3

Applications

College Admissions Representative Name			
Phone Number			
E-mail Address			
Request info./application – go to college website			
Early Decision application deadline date			
Early Action application deadline date			
Regular application deadline date			
Safety? Regular? Reach?			

Grades

Transcript or SSAR? https://ssar.selfreportedtranscript.com/Login.aspx			
Request in progress transcript - date sent			
Request midyear grade reports sent – date			
Request final transcripts – June – date			

Test Scores

SAT / ACT required (yes/no)			
SAT Subject required (yes/no)			
Release SAT Scores -			
Send SAT Subject Scores – date			
Send ACT Scores – date			

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Letters of Recommendation

Request recommendations - (yes/no) – date			
Send Thank You notes to writer - date			

Essays

Essay/s Required? – date			
Write essay/s – date			
Have two people read your essay/s – date			

Interviews

Interview at college – date			
Alumni interview – date			
Send Thank You notes to interviewer/s – date			

Send and Track Your Application

Make copies of all application materials – date			
Apply online – date			
Send Florida residency verification to state universities - date			
Include application fee			
Sign application			
Mail via certified mail – date			
Confirm receipt of application materials – date			
Send supplemental material, if needed – date			

Financial Aid Forms

Priority financial aid deadline (FAFSA / PROFILE) – date			
Regular financial aid deadline (FAFSA / PROFILE) – date			
Complete FAFSA on-line at www.fafsa.ed.gov date			

Complete FFAA for Bright Futures & everything else FL offers http://www.floridastudentfinancialaid.org/			
Complete PROFILE, if required by your college – www.collegeboard.com date			
Mail institutional aid form, if needed – date			
After You Send Your Application			
Admission letter received/posted to college acct – date			
Financial aid award letter received posted to college acct – date			
Send housing / admissions deposit (determine if refundable)			