

College application checklist

Directions

Use the following chart to keep track of your applications and to make sure you include all of the required information. If you are having difficulty with a particular item, ask your teacher, guidance counselor or parent to help you.

Fill out the name of each college you are applying for under College 1, 2 and 3. Fill in the date of the deadline for each application. Under each college column, read the item and then determine if you have completed that item. If you have completed it, check off that item. If you have not completed it, make sure you complete the item if the college requests it. If the college does not request the item, write N/A.

Application item	Important consideration	College 1	College 2	College 3
Application deadline	What is the application deadline?			
Application	Did I fill in all of the blanks on my application?			
	Did I have someone proofread my application?			
Transcripts	Did I submit my requests to the guidance office to send my transcripts to the schools where I am applying?			
SAT/ACT scores	Did I request my scores be sent to the college I am applying for? Allow seven to 10 days for delivery if you did not request the scores to be sent.			
Letters of recommendations	Have I asked the individuals well in advance of my application deadlines to write a commendation letter? Allow at least two weeks.			
	Have I gathered all of the information to give to the individual to help them write my recommendation letter? Items such as a stamped, addressed envelope; recommendation form or information requested by the college; and other information that will help the person write the letter. Ask about four weeks in advance.			
	Do I have the number of recommendations requested by the college?			
	Did I send a thank you note to each contact?			

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Essays	Did I check spelling and grammar?			
	Did I have someone proofread my essay?			
Portfolios and work samples	Did I send copies not originals?			
Application fee	Did I write a check or provide credit card information for the application fee?			
Online application submission	Did I meet the application deadline?			
	Did I read over the directions again to make sure I've included all that is required?			
	Did I make a copy of the application?			
	Did I save or print the e-mail or page that confirmed my application was successfully submitted?			
Mailing application	Did I meet the application deadline?			
	Did I read over the directions again to make sure I've included all that is required?			
	Did I double check the mailing address?			
	Did I make sure that the completed application package had correct postage?			