

Application Checklist	College:	College:	College:	College:	College:	College:
Deadlines						
Make a note of the priority financial aid deadline						
Make a note of the regular financial aid deadline						
Application Type: ApplyTexas, Common App, Coalition						
Application and Essay(if required)						
Start the application						
Draft initial essay (if required)						
Revise & edit your Essay (if required)						
Submit essay through application portal						
Pay application fee (or fee waiver)						
Submit college application / sign and send						
Transcripts						
Request official high school transcript (Naviance)						
For Common App: Email Counselor your list of colleges you are applying to using the Common App						
Recommendation Letters						
Request recommendation letters (Naviance)						
Provide teacher/counselor with needed materials - resume, reflection questions and/or addressed envelope with stamp						
Send thank-you notes to recommendation writers						
Tests						
Take required tests - SAT(CollegeBoard), ACT(ActStudent)						
Find out if an admission test is required						
Take an admission test, if required						
Send SAT/ACT test scores (official testing website)						
Take the TSI (if needed) - Sign up with your CCRA						
Other (If required)						
Interview at college campus						
Have an alumni interview						
Send thank-you note to interviewer(s)						
Submit Profile or Resume, if needed						
Request midyear grade report sent						
Send additional material, if needed						
Financial Aid						
Submit FAFSA (Opens Oct 1st)						
Submit CSS Profile, if needed						
Apply for scholarships, if needed						
Receive financial aid award letter						
Accept financial aid offer						
Notify CCR of scholarships offers						
Other:						
Other:						
Follow Up						
Confirm receipt of application materials: application / test scores / transcripts / recommendation letters						
Tell school counselor that you applied						
Receive letter from office of admission						
Meet deadline to accept admission and send deposit						
Notify the colleges you will not attend						