	NAME OF COLLEGE:									
Application Checklist										
	DEADLINES									
Make a note of the early application deadline										
Make a note of the regular application deadline										
	APPLICATION AND ESSAY									
Start the application										
Draft initial essay										
Proofread essay for spelling and grammar										
Have two people read your essay										
Revise your essay										
Proofread your revision										
Pay application fee										
Complete college application / submit (or sign and send)										
and send)	TRANSCRIPTS									
Request high school transcript sent										
Request midyear grade report sent (1 st semester										
transcript)	RECOMMENDATION LETTERS									
Request recommendation letters			NEGOWINIERO)	111011 22112110						
Provide teacher/counselor with needed										
materials – resume, reflection questions and/or addressed envelope with stamp										
Send thank-you notes to recommendation writers										
	TESTS TESTS									
Take required tests – SAT/ACT										
Take other required or recommended tests (i.e. SAT Subject Tests, AP Exams)										
Find out if an admission test is required										
Take an admission test, if required										
Send SAT/ACT Test scores										
Send other test scores										
	OTHER									
Interview at college campus										
Have an alumni interview										
Send thank-you note to interviewer(s)										
Submit Profile or Resume, if needed										
Send additional materials, if needed										
FINANCIAL AID										
Make a note of the priority financial aid deadline										
Make a note of the regular financial aid deadline										
Submit FAFSA										
Submit college aid form, if needed										
Submit college aid form, if needed										

Submit state aid form, if needed								
Apply for scholarships, if needed								
Receive financial aid award letter								
Accept financial aid offer								
Notify CCR Advisor of scholarship offers								
Other:								
Other:								
FOLLOW UP								
Confirm receipt of application materials: application/test scores/transcripts/ recommendation letters								
Tell school counselor or CCR Advisor that you applied								
Receive letter or email from office of admission								
Meet deadline to accept admission and send deposit								
Notify the colleges you will not attend								
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