

	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)						
TRANSCRIPTS						
Request high school transcript sent						
Request midyear grade report sent (1 <sup>st</sup> semester transcript)						
RECOMMENDATION LETTERS						
Request recommendation letters						
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/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						

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