

COLLEGE APPLICATION CHECKLIST

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

	College 1	College 2	College 3	College 4	College 5
APPLICATIONS					
Request info/application forms					
Early application deadline					
Regular application deadline					
TRANSCRIPTS (allow 3 weeks)					
Turn in Transcript Request Form to Mrs. Sinichko					
TEST SCORES					
Request SAT, ACT, AP scores be sent to colleges.					
LETTERS OF RECOMMENDATION (allow 3 weeks)					
Request letters of recommendation from teachers. Use Senior Self Evaluation and Teacher Recommendation Request Form .					
Request Secondary School Reports or Counselor Evaluations from Ms. Warden. Submit Secondary School Report and Senior Self Evaluation to Mrs. Sinichko.					
Send Thank You notes to your teachers.					
ESSAYS					
Write essays					
Proof essays for spelling and grammar					
Have two people read essays					
INTERVIEWS					
Interview at college or alumni interview					
Send interview thank you note(s)					
SEND & TRACK YOUR APPLICATION					
Make copies of all application materials					
Apply online – include application fee					
Print copy of completed application					
Confirm receipt of application					
Send supplemental material, if needed					
Confirm receipt of all application pieces (transcript, test scores, letters of rec...)					