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## University Application Checklist

Print and use this checklist to keep track of your college application requirements, tasks and deadlines.

### Application Checklist

College: \_\_\_\_\_

- Get the application
- Make a note of the regular application deadline
- Make a note of the early application deadline
- Request high school transcript sent
- Request midyear grade report sent
- Find out if an admission test is required
- Take an admission test, if required
- Take other required or recommended tests (e.g., SAT Subject Tests, AP Exams, IB exams)
- Send admission-test scores
- Send other test scores
- Request recommendation letters
- Send thank-you notes to recommendation writers
- Draft initial essay
- Proofread essay for spelling and grammar
- Have two people read your essay
- Revise your essay
- Proofread your revision
- Interview at college campus
- Have an alumni interview
- Send thank-you note to interviewer(s)
- Complete college application
- Make copies of all application materials
- Pay application fee
- Sign and send application
- Confirm receipt of application materials
- Send additional material, if needed
- Tell school counselor that you applied
- Make a note of the priority financial aid deadline

- Make a note of the regular financial aid deadline
- Submit FAFSA
- Submit PROFILE, if needed
- Submit college aid form, if needed
- Submit state aid form, if needed
- Receive letter from office of admission
- Receive financial aid award letter
- Meet deadline to accept admission and send deposit
- Accept financial aid offer
- Notify the colleges you will not attend