

# COLLEGE APPLICATION CHECKLIST

Name: \_\_\_\_\_

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

Personal Email Address: \_\_\_\_\_

Password: \_\_\_\_\_

College Account User Name: \_\_\_\_\_

Account Password: \_\_\_\_\_

APPLICATION CHECKLIST ITEMS	DATE COMPLETED & NOTES
<b>Required Tests</b>	
Send Admissions Test Scores to college(s) (ACT, SAT, etc)	
<b>College Applications</b>	
Application Deadline	
Request/Send High School Transcript	
Request Mid-Year Grade Report	
Send Admissions Test Scores	
Complete the Application	
Make Copies of All Applications Materials Sent	
Pay Application Fee	
Submit applications electronically or by Mail	
<b>Request Recommendation Letters</b>	
Provide Specifics for Letter to Recommenders	
Send Thank-You Notes to Recommendation Letter Writers	
<b>Essay</b>	
Draft Initial Essay	
Proofread Essay	
Ask 2 People to Read Essay	
Revise Essay	
<b>Financial Aid Letters</b>	
Financial Aid Application Deadline by School	
Submit FAFSA (October 1, 2016 -June 30, 2018)	
Compare Financial Aid Offers	
Accept Financial Aid Offer of School to Attend	
Notify the Colleges You Will NOT Attend	
<b>My College Acceptance</b>	
Send Any Required Deposits	
Complete First Semester Enrollment, Select Classes	
Make On-Campus Housing Decision and Send Deposit	
Register and Attend Orientation Days	
<b>Additional Items on back of sheet as notice arrives from college:</b> (purchase parking pass if required, check on Oklahoma's Promise to be certain file is complete, connect with potential roommate, set up school email when I receive notice from school, assemble items to live in dorm, etc.)	

