

# COLLEGE APPLICATION CHECKLIST

Keep track of the application process by inserting a check mark or completion date in the appropriate column and row.	College 1	College 2	College 3	College 4
Campus Visit	✓			
Campus Interview	✓			
Letters of Recommendation				
Name of individual who is providing recommendation				
Date requested				
Follow up				
Name of individual who is providing recommendation				
Date requested				
Follow up				
Name of individual who is providing recommendation				
Date requested				
Follow up				
Counselor Recommendation form to counselor				
Secondary School Report form to Counselor				
Test scores requested				
Transcript sent				
Application completed				
Essay completed				
All signatures collected				
Financial forms enclosed				
Application fee enclosed				
Postage affixed/return address on envelope				
Letters of Acceptance/Denial or waiting list received				
Colleges notified of intent				
Tuition deposit sent				
Housing and other forms submitted to chosen college				
Orientation scheduled				