**Application Checklist**

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| **APPLICATION CHECKLIST** | **College #1:**  **\_\_\_\_\_\_\_\_\_\_\_\_** | **College #2:**  **\_\_\_\_\_\_\_\_\_\_\_** | **College #3:**  **\_\_\_\_\_\_\_\_\_\_\_** |
| Regular Deadline: |  |  |  |
| Early App Deadline: |  |  |  |
| **APPLICATION** |  |  |  |
| Apply Online |  |  |  |
| Application Fee |  |  |  |
| Sign Application |  |  |  |
| Print app for records |  |  |  |
| Confirm receipt of application |  |  |  |
| **GRADES** |  |  |  |
| Request transcript on Naviance Student |  |  |  |
| Request midyear transcript (if required) |  |  |  |
| **SCORES** |  |  |  |
| Send SAT scores at collegeboard.org |  |  |  |
| Send SAT subject tests (if required) |  |  |  |
| Send ACT scores at act.org |  |  |  |
| **RECOMMENDATIONS (if required)** |  |  |  |
| Request teacher recommendation |  |  |  |
| Request counselor recommendation |  |  |  |
| Send thank you note/email for rec. |  |  |  |
| **ESSAYS** |  |  |  |
| Write essay(s) |  |  |  |
| Proofread essay(s) |  |  |  |
| Have 2 people read essay(s) |  |  |  |
| **FINANCIAL AID FORMS** |  |  |  |
| Submit FAFSA online after Oct. 1 |  |  |  |
| Submit supplemental forms/CSS form (if required) |  |  |  |
| Submit Bright Futures app after Oct. 1 |  |  |  |
| **AFTER APPLICATION IS SENT** |  |  |  |
| Receive admissions decision |  |  |  |
| Give college your decision by May 1 |  |  |  |
| Send deposit |  |  |  |
| Submit housing application |  |  |  |
| Register for orientation |  |  |  |
| Send final transcript |  |  |  |

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

*Information from the Collegeboard.*