

COLLEGE APPLICATION CHECKLIST



There's a lot that goes into applying for college. Make the college application process easier and smoother by keeping track and completing all these important tasks for each college application.

TASKS	MY TOP 3 COLLEGE CHOICES		
College Application Form			
Early Application Deadline	/ /	/ /	/ /
Regular Application Deadline	/ /	/ /	/ /
Application Fee	\$ _____	\$ _____	\$ _____
Grades			
Request official sealed copy of academic records/transcripts			
Test Scores			
Standardized Test Scores (SAT and ACT)			
Advanced Placement (AP) Test Scores (if applicable)			
Letters of Recommendation			
Requested from: _____			
Requested from: _____			
Requested from: _____			
Essays			
Write admission application essay(s)			
Proof essay(s) for spelling and grammar			
Have someone else review and proofread essay(s)			
Additional Information			
List extracurricular, volunteer and work activities			
Make copies of all college application materials and file for my own records			
DATE APPLICATION SUBMITTED	/ /	/ /	/ /
AFTER YOU SEND YOUR APPLICATION			
Receive decision letter			
Receive financial aid award letter			
Make final college choice			
Send deposit			
Send final transcript			

FAFSA CHECKLIST



Families can apply for the Free Application for Federal Students Aid of FAFSA on October 1st. Below are documents and information you will need to fill out the FAFSA. Once you have all the following documents, visit <https://www.fafsa.ed.gov> to apply for FAFSA.

We advise you to gather your documents and fill out your forms sooner than later to get the best financial aid award possible.

DOCUMENTS YOU NEED TO FILL OUT THE FAFSA:

- ☐ 1. Your Social Security Number
- ☐ 2. Your previous year's income tax return (or your parents' return if you are a dependent), W-2s, and other records of money earned (**NOTE:** You may be able to transfer your federal tax return information into your FAFSA using the IRS Data Retrieval Tool)
- ☐ 3. Your Alien Registration Number (if you are not a U.S. citizen)
- ☐ 4. Bank statements and records of investments (if applicable)
- ☐ 5. Records of untaxed income (if applicable)

Date FAFSA completed and submitted: _____

Student Aid Pin: _____

FINANCIAL AID DEADLINES:

Know your Financial Aid deadlines. You can find your state's deadline here. Check with your college about its deadlines as well. Record the deadlines below:

Federal Deadline: _____

State Deadline: _____

College Choice #1 Deadline: _____

College Choice #2 Deadline: _____

College Choice #3 Deadline: _____