APPLICATION CHECKLIST

- ☐ Create an online Common Application account. Keep your username and password in a secure place.
- ☐ Create a list of application deadlines (admissions and financial aid) for the colleges you know you want to apply to, as you finalize your list add others. Be aware of possible early deadlines for ED, EA, Rolling and Priority applications.
- ☐ Complete the Common Application minus the essay.
- ☐ Revise and complete the essay.
- ☐ Review the supplements for the Common Application. Copy and paste any additional writing requirements (prompts and character/ word limits) into a Word document to keep you organized. Is there any overlap in the questions or similar themes?
- ☐ Create online accounts for any schools that do not use the Common Application and review what additional writing needs to be done.
- ☐ Plan a schedule for completing the writing. Try to space out the assignments so that you are not overwhelmed with multiple short answers and essays over winter break. Bear in mind that the college counselors will only be available on a limited basis over break and teachers not at all.
- ☐ Ask and/or reconfirm that two teachers will write recommendations for you. Thoroughly and thoughtfully complete the Teacher Recommendation Questionnaire by October 1st or earlier if requested.
- ☐ Finalize college list, review with your counselor. **(Nov. 15th)**
- ☐ Once you have completed your standardized testing, ask the College Board to send your score report to the colleges on your list. Pay attention to Score Choice.
- ☐ Check the college websites to determine which of your choices offers alumni interviews. Make appropriate arrangements.
- ☐ Make sure that all items are successfully submitted for each application. **For the Common Application that means submitting the Common Application, submitting the Supplement (if applicable) and submitting the Fee or Fee Waiver—three separate steps.**
- ☐ Write handwritten thank you notes to your recommenders.
- ☐ Many colleges allow you to check the status of your application on line with a password and username. Be sure to keep records of these codes.