
School Application Checklist

So far, you've:

- Completed the FAFSA.
- Begun your scholarship search.
- Taken standardized assessment tests.
- Selected the school(s) you want to attend.
- Requested each school's application package.
- And now, you've received one of the packages you requested. Continue below.

School's Name

Application Fee

Amount \$ _____

Payment Method

- Visa Mastercard Discover American Express Personal Check
 Other _____

Deadlines

- Early Admission Date: ____ / ____ / ____
 Early Action/Notification Date: ____ / ____ / ____
 Early Decision Date: ____ / ____ / ____
 Normal Admission Date: ____ / ____ / ____

Application Package

- School-specific Application Form** **Common Application**
 Hard copy to be mailed Hard copy to be mailed
 Online submission Online submission

Package includes request for on-campus housing/meals?

- yes no (separate request included)

Space provided to note special needs (physical, dietary)?

- yes no (separate request included)

Other

Essay

Topic _____ Length _____

Requirements/guidelines

Recommenders

Name: _____

- Asked if person would write letter of recommendation
- Provided stamped/addressed envelope Date: ____ / ____ / ____

Name: _____

- Asked if person would write letter of recommendation
- Provided stamped/addressed envelope Date: ____ / ____ / ____

Name: _____

- Asked if person would write letter of recommendation
- Provided stamped/addressed envelope Date: ____ / ____ / ____

Transcripts

Preliminary

Fee to school?
Amount \$ _____ Date paid: ____ / ____ / ____

Alternative material to be submitted?
Description: _____
Amount \$ _____ Date paid: ____ / ____ / ____

Final

Fee to school?
Amount \$ _____ Date paid: ____ / ____ / ____

Alternative material to be submitted?
Description: _____
Amount \$ _____ Date paid: ____ / ____ / ____

Test Scores

SAT

Forwarded to school by testing agency? yes no

Date you requested testing agency to forward: ____ / ____ / ____

ACT

Forwarded to school by testing agency? yes no

Date you requested testing agency to forward: ____ / ____ / ____

TOEFL

Forwarded to school by testing agency? yes no

Date you requested testing agency to forward: ____ / ____ / ____

Financial Aid

Did you specify on the FAFSA that this school receive a copy of your SAR? yes no

Date you requested a copy be forwarded: ____ / ____ / ____

Submit Your Application

Hard Copy

Make copies of everything you are including.

Date mailed: ____ / ____ / ____

Online

Print the application before you submit it

Mail all additional required documentation

Date mailed: ____ / ____ / ____

Confirmation of Acceptance

Date received: ____ / ____ / ____

Comments