

*Spiritual, Educated, Collaborative and Integrated Women*

**COLLEGE APPLICATION CHECKLIST**

This suggested checklist is designed to help you get and stay organized. It might be helpful to give a copy of your completed checklist to your counselor as you begin your application process. If you are applying to more than four schools, please make copies of this form. At the very least, be sure you determine a SAFETY school for yourself.

	College A (Reach)	College B (Safety)***	College C	College D
<b>COLLEGE NAME:</b>				
Telephone Number:				
Website:				
Email Address:				
Visit planned or completed on:				
Discussed with parents on:				
<b>DEADLINES</b>				
Application:				
Financial Aid: Federal (FAFSA)				
Is a College Form required? If so, when?				
Is Profile required? If so, when?				
<b>INTERVIEW</b>				
Required?				
Campus Appointment date & time:				
<b>APPLICATION FORMS</b>				
Essays written on:				
Application submitted on:				
Transcript (private & out of state only) ordered on:				
SAT Subject Tests Required?:				
SAT/ACT Test Scores Sent to College on:				
School report (if req'd) given to counselor on:				
Teacher Recommendations:				
#1 given to:				
on:				
#2 given to:				
on:				
#3 given to:				
on:				
FAFSA submitted on:				
Profile or College Fin Aid Form submitted on:				

\*\*\*Safety means you KNOW you can get in; you'll be happy there; you/your parents can afford it WITHOUT financial aid.

Continue to use this form to track your progress and keep yourself organized.

Reminders...

- ★ Always allow two weeks (ten **working** days) for letters of recommendation to be completed.
- ★ Transcripts can be ordered from Mrs. Littleton in the Main Office. Allow 3 school days for your order to be completed.
  - If the private school has a Counselor form, have your transcripts sent to your counselor.
  - For all other private schools, wait on ordering transcripts until you submit your application.
  - CSUs & UCs – You do NOT need to send transcripts until the school requests them (BE SURE TO CHECK YOUR E-MAIL REGULARLY)
- ★ Be sure you have all standardized test scores (SAT, ACT) sent to the colleges to which you are applying.
- ★ When you receive an E-mail response from a college, **be sure to read it in its entirety** and then save a copy to your computer for future reference.
- ★ If you are applying to CSU campuses, you **MUST** complete your placement tests no later than May. Information on these tests will be in one of the initial E-mails you receive from the CSU campus. It is best to take the placement tests early, even January, to be safe. Always register for the tests at the earliest possible date as well. To accomplish all these “early’s” successfully, **apply in the first week of October.**
- ★ If you are hoping to live on campus at a CSU, you often have to apply for housing as early as October. **Check the website for each individual CSU campus as to deadlines and procedures for housing.**