



APPLICATION CHECKLIST SPREADSHEET

<b>College / University</b>										
<b>Application Deadlines</b>										
Application Form										
Early Deadline										
Regular Deadline										
App Submitted										
Confirmed file is complete										
<b>Application Requirements</b>										
Rec letters required?										
Outside Rec letters allowed?										
Teacher Recs Sent										
Outside Recs Sent										
Test Score Reporting Plan										
Official test scores sent										
Official transcript sent										
Mid-year report sent										
Résumé allowed										
Résumé submitted										
Interview options										
Interview date										
Notes/ Additional Requirements										
<b>Financial Aid Applications</b>										
FAFSA										
CSS Profile required?										
Deadline										
Financial Aid Notes										
Merit Aid Notes										

<b>CATEGORY EXPLANATIONS (be sure to see the Application Checklist Spreadsheet Sample as well)</b>	
<b>Application Deadlines</b>	
Application Form	Common App? Universal App? Different colleges use different forms. Many schools use their own application.
Early Deadline	What's the date of the early deadline? What sort of deadline is it? Early decision, early action, etc.
Regular Deadline	What's the date for the regular deadline?
Application Submitted	Self-explanatory. Imagine how you're going to feel when all these columns have an "X" in them.
Confirmed file is complete	This is important. Contact the college after you've applied and verify that they are not missing any part of your application.
<b>Application Requirements</b>	
Rec letter required?	Ask for two teachers and one counselor, just to be prepared. Additionally consider asking for one outside rec letter (from a coach or an employer, for instance) in case some of the schools on your list will accept them.
Teacher Recs Sent	Self-explanatory. Ask for rec letters from two teachers and one counselor, just to be prepared.
Outside Recs Sent	Additionally consider asking for one outside rec letter (from a coach or an employer, for instance) in case some of the schools on your list will accept them.
Test Score Requirements	Which tests does this school want you to have taken? ACT? SAT? SAT Subject Tests? Or is this school test-optional?
Test Score Reporting Plan	If they do require scores, which do they require? Do they want all of them, or can you choose which scores to send? Keep track of what you've sent to each school.
Official test scores sent	You can just put an "X" here - or you can put the date you sent them.
Official transcript sent	Same as above. Keep track of whether (and when) all the required elements of your application have been sent.
Mid-year report sent	You can put an "X" here, or you can specify whether one is required for that particular school with an "N/A."
Résumé allowed	Not all schools expect or accept a résumé. If they do accept them, make a note here.
Résumé submitted	Have you forwarded your résumé to the schools that allow it?
Interview options	What sort of college interviews does this college offer? On-campus interviews, alumni interviews, etc. Knowing this about all the school on your list will help you plan your interviews.
Interview date	Self-explanatory. Keep track of all your interview dates so that you allow time for preparation.
Notes/Additional Requirements	Anything not covered in the fields above should be entered here.
<b>Financial Aid Applications</b>	
FAFSA	When you fill out the Free Application for Federal Student Aid, you specify which schools receive the resulting Student Aid Report (SAR). Record that information here.
CSS Profile	Many schools require the CSS profile, but not all do. Also, many private grants and scholarships require it. Track this information here.
Deadline	What is each school's deadline for your application for student aid? Each school imposes its own deadline, and deadlines can be different if you apply early.
Financial Aid Notes	Use this row for any other financial aid-related information you need to keep track of on a per-school basis.
Merit Aid Notes	Use this row for any merit aid-related information you need to keep track of on a per-school basis.