

College Application Checklist

Use this list to help keep track of your college application requirements, tasks, & deadlines

Application Checklist	College:
Add College to colleges considering in Naviance.	
Follow school on social media, request info	
Visit Campus	
Application - Common App or other? Review app.	
Early admission deadline?	
Regular admission deadline	
Priority Financial Aid deadline?	
Regular financial aid deadline	
Names of possible recommenders:	
Request letters of recommendation	
Take other required or recommended tests (SAT Subject Tests)	
Complete the FAFSA - use 2015 tax records Open October 1, 2016 - *new*	
Does school use CSS Financial Aid Profile?	
Send Thank You note to recommender(s)	
Draft initial essay	
Have at least two people read your essay	
Make essay revisions	
Are interviews required?	
Complete college application	
Get application fee waiver from CCC (if you qualify)	
Pay application fee.	

Carefully proofread application, have at least 1 other person review it too.	
SIGN and send application	
Send admission test scores -SAT	
Send admission test scores- ACT	
Parchment - send transcript	
Confirm receipt of all application materials - keep copy of records	
Change school status to active application on Naviance	
Submit FAFSA info to school	
Submit PROFILE if needed	
Submit college aid form, if needed	
Submit state aid form, if needed	
Receive letter from office of admission	
Receive financial aid award letter	
Meet deadline to accept admission and send deposit	
Find out housing deadlines and deposits	
Make housing deposit if needed	
Accept financial aid offer	
If accepted & not attending, notify admissions	
Send final transcripts via Parchment	
Update Naviance account	