

Student Name _____

Organizing Checklist

In columns below, list the date you completed each step for each school.

School					
Got application					
Completed application					
1. Asked _____ for recommendation					
Writer mailed to the college					
2. Asked _____ for recommendation					
Writer mailed to the college					
Wrote thank-you notes to recommendation writers					
Application deadline					
Financial aid deadline					
Sent SAT and/or ACT scores					
Wrote essay					
Checked for ESSAY SUPPLEMENTS if school uses the common application					
Someone else proofread essay					
Photocopied and mailed/ e-mailed my part					
Completed Transcript Request Form for my counselor to send my transcript materials to the college and I'll mail/submit electronically my application on my own.					
Delivered Mid-Year Report to guidance for mailing in January after 2 nd semester grades are recorded.					
Received materials confirmation from the college					
Deposited by May 1.					