

# COLLEGE APPLICATION CHECKLIST



In the thick of admission season, it can be tough to keep track of the many tasks that need to be completed. A college application checklist can ensure you don't miss any key steps!

## GETTING READY

- ☐ Decide where to apply, including safety schools on the list
- ☐ Make note of early and regular application deadline(s)
- ☐ Research testing policies at chosen schools
- ☐ Make a Common App account and add chosen schools
- ☐ Prepare for and take the SAT® or ACT®

## ESSAYS

- ☐ Evaluate all essay prompts for all schools, including supplements
- ☐ Make a plan for completing the required essays
- ☐ Brainstorm essay topics
- ☐ Plan, draft, and revise essays

## RECOMMENDATIONS & EXTRACURRICULARS

- ☐ Determine your high school's process for requesting recommendations
- ☐ Identify potential recommenders and ask if they are able to write a recommendation
- ☐ Complete "brag sheets" or other school-specific documentation and provide to recommender
- ☐ Draft descriptions of extracurricular activities, focusing on action verbs and highlighting achievements
- ☐ Follow up with recommenders to ensure recommendation letters are submitted

## APPLYING

- ☐ Complete all application fields, including school-specific questions
- ☐ Request transcripts be sent to colleges
- ☐ If necessary, request test scores be sent to colleges
- ☐ Carefully review the entire application for typos or other errors
- ☐ Submit application at least 24 hours before the deadline