

## The Application Process Checklist

The following is intended as a handy checklist for you as you apply to various colleges. Begin by making photocopies and attaching them to the front of each college file folder you prepare. Not all items apply to all applications and/or applicants.

### **APPLICATION CHECKLIST FOR \_\_\_\_\_ COLLEGE/UNIVERSITY**

*Check when completed:*

- Photocopy the application before you begin to fill it out. Use the copy as your rough draft; this way you can afford to make mistakes.
- Read the directions thoroughly before filling out the application. Type or print neatly.
- Complete all biographical information. If you have questions, ask.
- Complete your essay. Type or copy essays neatly on the form provided and/or additional pages as needed.
- Distribute recommendation forms and **GREEN** sheets to teachers. Include a stamped, addressed envelope for each form, leaving the return address blank. **\*\*BE SURE TO CHECK...**
  - 1) Teacher/Recommender's name \_\_\_\_\_ Date \_\_\_\_\_
  - 2) Teacher/Recommender's name \_\_\_\_\_ Date \_\_\_\_\_
- Submit the Secondary School Report Form and Pink Sheet to the College Director. Include a stamped, addressed envelope (with two stamps), leaving the return address blank.
- Enclose check or money order for application fee.
- Place proper amount of postage on envelope that contains your application. (When in doubt, take it to the Post Office to be weighed.)
- Mail application so that it arrives BEFORE the deadline. Date mailed \_\_\_\_\_
- Send test scores via College Board or ACT to colleges (if necessary)  
Date ordered \_\_\_\_\_
- Photocopy and mail/submit online the FAFSA. Date mailed \_\_\_\_\_
- Visited campus on \_\_\_\_\_
- Campus interview with \_\_\_\_\_ Date \_\_\_\_\_
- Interviewed by alumni representative \_\_\_\_\_ Date \_\_\_\_\_
- Wrote thank you note to interviewer on \_\_\_\_\_
- Accepted on \_\_\_\_\_
- Replied that I \_\_\_ would \_\_\_ would not attend the college. Date \_\_\_\_\_

