College Application Guide

A step-by-step organizer for deadlines, materials, essays, and submission.

1. Application Roadmap

- ■ Build a balanced college list
- ■ Record every deadline
- ■ Create application accounts
- ■ Request transcript(s)
- ■ Ask for recommendations early
- ■ Prepare activities/honors information
- ■ Complete essays
- ■ Check testing requirements
- ■ Research fee waivers
- ■ Complete financial-aid steps
- ■ Submit and save confirmation

2. Application Deadline Tracker

College	Application	Deadline	Essay	Recommendation	Submitted?

3. Activities & Accomplishments

Activities, jobs, volunteering, leadership, family responsibilities, awards, or other commitments I may include:

_____
_____
_____
_____
_____
_____
_____

_____
_____

4. Recommendation Planner

People I plan to ask:

_____
_____
_____

- Ask early
- Provide deadlines
- Provide activity/resume information
- Explain intended interests/goals
- Thank the recommender
- Confirm submission

5. Final Submission Checklist

- All personal information is accurate
- College/program is correct
- Activities and dates are accurate
- Essays are complete and proofread
- Recommendations are requested
- Testing information is handled correctly
- Required fee/waiver is complete
- All required sections are finished
- Application submitted
- Confirmation saved