Direction: Below is a sample college application checklist to use for tracking your progress. Make as many copies as needed for your records.

Name of School: _____________________________________________

__ Completed school visit (online and/or in person?)

Application:
__ Have you carefully read the application form?
__ Have you completed the application form?
__ Have you proofread the application? Are all questions answered? Is spelling/grammar correct?
__ Filing Deadlines: Regular admission: ____________
   Early admission: ____________
   Early action: ____________
__ Have you completed an interview (if required)?
__ Have you signed the application?
__ Have you included the application fee?

Essay:
__ First draft of the application essay?
__ Received input on first draft of essay?
__ Essay revised to your satisfaction?
__ At least two other people have proofread your essay?

Grades and Test Scores:
__ Official high school transcript sent?
__ ACT and/or SAT scores sent (if applicable)?
__ SAT II or AP test scores sent (if applicable)?
Letters of Recommendation:

Requested from: Date Requested: Date sent to School: Date Thank You was sent to Recommender:

1. _____________________________________________________________

2. _____________________________________________________________

3. _____________________________________________________________

Financial Aid:

__ Completed Free Application for Federal Student Aid (FAFSA)?

__ Completed any other required financial aid forms?

__ Searched for scholarships?

__ Completed other scholarships and/or loan applications?

1. _____________________________________________________________

2. _____________________________________________________________

3. _____________________________________________________________

__ Kept copies of all forms, applications and letters sent?

Next Steps:

- For more worksheets and help with college decision-making, got to Get Ready for College, GPS LifePlan or MCIS.
- Use the Minnesota Programs of Study website (www.mnprogramsofstudy.org) to look at education and career options.