

College Application Tracking Sheet

	College Name	College Name	College Name
Applications			
Locate online application			
Common Application or Institutional App?			
Username & Password for application:	UN: PW:	UN: PW:	UN: PW:
Other requirements (Supplements, Portfolio submissions, etc.)			
Application deadline (Regular, ED, EA)			
Safety? Likely? Reach?			
Application Fee			
Online Application submitted			
Other requirements submitted			
Essays			
How many essay(s) & short answer(s)			
Write essay(s) & short answer(s)			
Have two people review essay(s)			
Revise essay(s)			
Naviance			
Complete FERPA Waiver			
Added to "Colleges I'm Applying To"			
Determine "Submission Status"			
Updated "Applying via Common App?"			
Updated "Have you Applied?"			
Transcript Request			
Submit BLUE FORM to Counselor (10 working days in advance)			
Test Scores – must be sent officially through testing agency			
SAT required/Date Sent			
ACT required/Date Sent			
SAT Subject Tests required/Date Sent			

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Letters of Recommendation – at least TEN WORKNG DAYS in advance			
Counselor Letter Required?			
Counselor Letter of Rec Requested?			
Teacher Letters of Rec Required?			
Fill out Teacher Request Forms (located in the Counseling Office)			
Request recommendations via Request Forms:			
Teacher 1: _____			
Teacher 2: _____			
Follow-up w/ teachers & counselor to see if they need anything else			
Send thank you notes to recommenders			
Interview – if required OR recommended			
Interview at college			
Send thank you notes to interviewer(s)			
Track Your Application			
Confirm receipt of application materials (usually you can check your status online...but give it at least 2 weeks after it's sent)			
Notify your counselor of the outcome!			
Federal Financial Aid			
Need-based aid?			
Create FAFSA PIN Number www.pin.ed.gov			
Priority financial aid deadline			
Regular financial aid deadline			
Submit FAFSA or CSS Profile (if needed)			