

# COLLEGE APPLICATION TRACKING SHEET

	College Name	College Name	College Name
<b>Applications</b>			
Locate online application			
Common App 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			
<b>Essays</b>			
How many essay(s) & short answer(s)			
Write essay(s) & short answer(s)			
Have two people review essay(s)			
Revise essay(s)			
<b>Common App – Under “Education”</b>			
“Assign Recommenders”?			
Submit FERPA Waiver			
Clicked on “Send Invite”?			
<b>Transcript Request</b>			
Submit “Transcript Request Form” (located in the Counseling Office & online) to Counseling Office five (5) working days in advance :Type needed--Official, Unofficial, Not-needed, Needed only upon admission			
<b>Test Scores – must be sent officially through testing agency</b>			
SAT required/Date Sent			
ACT required/Date Sent			
SAT Subject Tests required/Date Sent			

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**Letter of Recommendation – at least TEN WORKING DAYS in advance**

Counselor Letter required?			
Counselor Letter of Rec. requested?			
Teacher Letters of Rec. required?			
Fill out “The Brag Sheet” (located in the Counseling Office & online) Due 3 weeks prior to college deadline			
Request Recommendations:			
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			
Interviewed with? Name(s) & Title(s)			
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 <a href="http://www.pin.ed.gov">www.pin.ed.gov</a>			
Priority Financial Aid deadline			
Regular Financial Aid deadline			
Submit FAFSA or CSS Profile (if needed)			