

Your College Application Checklist

This checklist provides an overview of all of the basic documentation and deadlines you will need to complete throughout the college application process. You should print or make a digital copy of this checklist for each college you are applying to so you can manage deadlines and be sure you have completed your application in full. This checklist is not tailored to specific colleges and courses, so ensure you research colleges and add in additional components for special requirements.

Application Checklist Items	College: _____ (check below when complete)	Deadline	Notes
Research colleges and decide where to apply			
Discuss choices with your family and school counselor			
Request college application packets			
Note finance requirements			
Research financial aid options			
Schedule application deadlines in your calendar			
Register and take required entrance exams			
Request your transcript from your previous school			
Request recommendation letters from teachers			
Send all test scores to schools			
Write your entrance essay first draft			
Begin the application			
Proofread all application documentation			
Ask teachers, family or peers to read your essay for feedback			
Improve and finalize your essay			
Retake entrance exams if needed			
Practice for your college interview (where necessary)			
Complete and submit the college application			
Make a copy of each application to save			
Pay the application fee			
Apply for financial aid (where necessary)			
Confirm with the admission office your application was received			
Send additional material if required			
Attend your college interview (where necessary)			
Discuss your choices with your family and school counsellor			
Receive a response letter from the admission office			
Accept or decline admission offers and send deposit			
Accept financial aid offers			
Apply for your student visa			
Research and apply for student housing			
Make travel arrangements to the US			
Research and purchase health insurance			