CARROLL HIGH

COLLEGE APPLICATION CHECKLIST

Keep Track Of Your Applications

Use this application checklist and stay on top of your application and financial aid tasks, paperwork, and deadlines. Reminder that you should be applying to at least 3 colleges and/or universities. A safety, match, and reach school that you fall above, within, and below the academic range of acceptances, respectively.

Student Name			
Application Checklist	**College 1**	**College 2**	**College 3**
Part 1: General Information			
School Name			
School Website			
School Type *(College, 2-year, 4-year, Public, Private, etc.)*			
Student Body Size			
Location *(In-State/Out-of-State)*			
Major(s) I'm Interested In			
Plans to visit college *(In-person or fair)*			
Part 2: Applications			
College Admissions Representative's Name			
Phone Number			
E-mail Address			
Type of Deadline *(Early Decision, Early Action, Regular Decision, Priority, Rolling)*			
Deadline Dates			
Safety? Match? Reach?			
What Application does the school use: Common App/Coalition/School Specific			
Does the school offer Merit Scholarships? If yes, deadline date/s			
Is a Resume required? *(Yes/No)*			
Part 3: Letters of Recommendation			
Prepare Student Brag Sheet or Resume to provide to recommenders			
Is a Counselor Recommendation required? *(Yes/No) (request at least 2 weeks before deadline)*			
Teacher Recommendation(s) required? *(Yes, how many?)*			
List 2 Teachers you'd want a Recommendation from *(request letters at least 2 weeks before deadline)*			
Send "Thank You" notes to Recommenders *(Date)*			
Part 4: Grades			

Application Checklist	College 1	College 2	College 3
Request high school transcript *(Date)*			
Request Dual Enrollment Transcript(s) from STU/Miami-Dade *(Date)*			
Is an SSAR or Spark Form required? *(Date)*			
Part 5: Test Scores			
Are ACT/SAT scores optional? *(Yes/No)*			
SAT Range			
ACT Range			
Send AP Scores *(Date)*			
Send SAT Scores *(Date)*			
Send ACT Scores *(Date)*			
Part 6: Essays			
Essay(s) Required? *(Yes/No)*			
Essay(s) Deadline(s) (Date(s))			
Supplemental Essay(s) Required? *(Yes, how many?)*			
Create Word Document with all essay questions and essays			
Has someone reviewed your essay and provided feedback?			
Part 7: Interviews			
Are interviews required? *(Yes/No)*			
Interview at college and/or with alumni *(Date)*			
Send "Thank You" notes to Interviewer(s) *(Date)*			
Part 8: Send and Track Application			
Make copies of all application materials *(Date)*			
Apply Online *(Date)*			
Send Florida Residency verification to State Universities *(Date)*			
Sign application & include application fee *(Date)*			
Confirm receipt of application materials *(Date)*			
Send supplemental material, if needed *(Date)*			
Part 9: Track Acceptances			
When are admissions decisions sent out *(Date)*			
Admission Decision *(Admitted, Deferred, Not Admitted)*			
Starting Semester			
If deferred, what information must be resent *(Date)*			
Part 10: Financial Aid			
Estimated Cost of Attendance			
FAFSA Deadline *(Date)*			
FAFSA Completed www.fafsa.ed.gov *(Date)*			
Apply to Other Scholarships			
Complete www.floridastudentfinancialaid.org/ for State Aid and Bright Futures			
Part 11: College Decision			
Make Decision Deposit *(Date)*			
Explore Housing Options *(at-home, off-campus, on-campus)*			
Schedule Orientation			