Lynell_Folder_PMS-348CVC 5/4/09 10:17 AM Page 1

Checklist Instructions/Definitions

[only items that are not self-explanatory and need further explanation are included on this page]

- **User ID** – If you need to create a log in on a school/business' website, record it. You will have so many that they become difficult to recall.
- **Register as Prospect** – (Y/N) College websites will give you the opportunity to register as a prospective student. This important step ensures that you get information from the school about open houses,visitation, applying, etc., and it also lets the school know you are interested in them.
- **Common App School** – (Y/N) Does this school accept the common app?
- **Common App Supplement** – (Y/N) If a school accepts the common app, do they require a supplement to the Common App? You will find the answer either at www.commonapp.org or at the colleges website.
- **School App** – (Y/N) Does the school take their own, school specific application (or system specific as is the case with the SUNY system). You will want to check either the common app or the school app depending on which you will file.
- **ED** – (Y/N) Are you applying **Early Decision** to this school (remember that **Early Decision** is binding which means if they accept you, you commit to going there).
- **EA** – (Y/N) **Early Action** means you apply by an earlier deadline, but you are not bound to attend that school if you are accepted.
- **RD** – (Y/N) **Regular Decision**
- **Application Deadline** (mm/dd/yy) – What is the application deadline for this school (given the application option you've chosen). Either write the date by which you must file or write "rolling" if the school makes decisions on a rolling basis.
- **Teacher Recs (Recommendations) Requested** – Write in the name of the teacher(s) from whom you've made the request and provide them with stamped, addressed envelopes, all applicable forms, and the date on which you would like these completed.
- **Teacher Rec Due Date** – Write in the deadline by which you've asked for these to be completed.
- **Teacher Rec done** – Verify that applications have been completed and mailed and write in the date on which this occurred.
- **Submit Transcript Request to Guidance Office** – Write in the date on which you made this request.
- **Transcript sent** – Check back in with the guidance office and record the dates on which transcripts were sent.
- **List all essay/short answer questions and word limits** – You will find that there may be many variations of a question with slightly different word limits. Keep them all straight by recording each school's requirements here.
- **Supplemental Info to Submit** – Are you sending in a DVD of your artwork or videos of your athletic talents – Write in anything else you are submitting either required or by choice.
- **SAT/ACT Req** (Y/N) Are these standardized tests required by the school?
- **SAT/ACT scores sent** (Y/N) – Have you contacted either the College Board (for SATs) or ACT to have your scores sent?
- **Contact Info** – Did you make contact with someone on a particular campus? Record name and contact info for future use.

Notes/Other required items – *[use this space for your own notes.]*

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College Application Chart & Checklist

Organize U is a product of *Moving Forward Newsletter: what teens and parents need to know in the years leading to college.*
www.movingforwardnewsletter.com

Name: _____

Email: _____ **Phone#:** _____
[in case this gets lost]

PLACES TO GO: *[List user id's but NOT passwords, put them in a secret spot.]*

www.collegeboard.com *[Sign up for their organizer to get email reminders of SAT registration deadlines. You can also register online for the SATs]*
User ID: _____

www.actstudent.org *[Register online for the ACTs]*
User ID: _____

www.commonapp.org
User ID: _____

www.fairtest.org – look here to see if your schools are SAT/ACT test optional

List any other important websites and user id's here:

_____ _____
_____ _____
_____ _____

PLAN TO TAKE THE TESTS: *Go to College Board/ACT websites listed above to find test dates and register.*

SAT or ACT	Test Date	Registration Deadline	Registered (x)

YOUR LIST OF SCHOOLS: *[use pencil this is likely to change]*

_____ _____
_____ _____
_____ _____
_____ _____

Lynell_Folder_PMS-348CVC 5/4/09 10:17 AM Page 2

*See back page for instructions

School Name	Web Address	User ID	Register as Prospect	Common App School (Y/N)	Common App Supplement (Y/N)	School App (Y/N)	ED	EA	RD	Appl. Deadline	Teacher Recs Requested? (w/ forms/addressed, stamped envelopes & due dates) List name/date requested	Teacher Rec due date requested (mm/dd)	Teacher Rec done (check w/ teacher) (mm/dd)	Submit Transcript request to Guidance Office (mm/dd)	Transcript sent (mm/dd)	List all essay/short answer questions & word limits	Essay done	Supplemental info to submit? (addl. Info, artwork, etc.)	Done	SAT/ACT Req.?	SAT/ACT scores sent	Contact info	Notes/Other required items
Sample University	sample.edu	Jdoe	Y	Y	Y		X			11/15	Mr. Smith 9/15/09	11/1	11/15	9/15		Why Sample U (250 words)	X	artwork dvd	Y	Y		Ms. B. Ward bward@sample.edu	Call financial aid office