

College Application Process Checklist

Dates and Deadlines

- Make a master list of colleges and their deadlines for the college application, scholarship application, housing application, honors application.
- College Application** deadlines must be strictly met. **Read** each college's application policies carefully and **make a list of the deadline dates**. Watch for the phrases "Postmarked by" and "Received by". "Postmarked by" means the envelope must be stamped with the college's deadline date but may arrive in the admissions office after that date. "Received by" means the envelope and contents must usually be in the admissions office by 5:00 pm of the date listed.
- Common Applications** – even if you are using the Private Common Application of Apply Texas Application, each subscribing college will have different deadline requirements.
- Scholarship Application** deadlines often come **before** the college application deadline. **READ** carefully. Many colleges/universities use the same application form for both but you must submit it earlier to be considered for academic scholarships. Examples:
 - The University of Texas at Austin: Scholarship deadline – December 1st; Admission Application deadline – January 15th "Received by".
 - Texas A&M University: Scholarship deadline is December 1st; Admission Application deadline January 15th "Received by".
- Financial Aid Application** – This is the FAFSA or Free Application for Federal Student Aid. This form must be submitted to be considered for financial aid and many scholarships. Don't think your family makes too much money to be considered for additional financial aid. Check with your prospective colleges and fill out the form! FAFSA cannot be submitted until January 1st of your senior year. Most families submit the FAFSA around the end of January when they can estimate taxes.
- Housing Application** – Different requirements for different colleges. Most housing is handled after the student is admitted to the college or admission materials are received.
- Honors Programs Applications** – Check to see if a separate application or essay is required and if the deadline is different from the college application.

Applications

- Don't submit before you print a copy!
- Download paper copies of college applications from websites or make copies of applications.
- Fill out paper copies as drafts before applying online.
- Remember that you can work on your applications in segments and save them.
- Be sure that applications are submitted well before the deadline date.

Test Scores

Complete SAT and ACT test before college application deadline dates.

- SAT: Dates taken or will take _____, _____, _____.
- ACT: Dates taken or will take _____, _____, _____.
- SAT subject tests: _____, _____, _____.

Scores are sent directly to college from College Board (SAT) and ACT.

- Date ordered SAT: _____.
- Date ordered ACT: _____.

Essays

- Colleges know the difference between an 18-year old “voice” and an adult’s “voice”. Write your own essays!
- It is all right to let someone else proofread and edit your essays before you submit them.
- ‘Tweak’ essays as necessary for different colleges.
- Submit an essay even if it is not required, if it will help the college get to know you better. Colleges that say an essay is ‘recommended’- means they are testing you to see if you submit an essay.
- Colleges prefer that you submit your essays online. If they must be mailed, be sure your name and ID number are on each page, put in a large envelope, and use correct postage.

Official Transcript

- State universities and some private colleges do not require letters of recommendation and do not provide a form in their application. However, most colleges will accept up to two letters of recommendation from teacher.
- Most private colleges do require one to two letters of recommendation from teacher and forms are included in the application.
- A third letter may be appropriate if it is from an employer, clergy, or community service supervisor who knows you well and only if it is really unique.
- Each teacher should receive a folder with the recommendation forms, stamped addressed envelopes, copy of your resume, and a list of the colleges with the application deadline dates.
- Send your teachers a thank you note at the end of the process and let them know where you’ve been admitted.

Secondary School Report or Counselor Form

- State universities and some private colleges do not require a counselor letter and do not provide a form in their application.
- Most private colleges do require a letter from the counselor or other school official and a form is included in the application.
- Follow the procedure requested by your counselor or school official.

Resume

Corporate resume, not same as college and it is a story about you. Expand and give details.

- Almost every college (except a few in California) encourages you to submit a detailed resume in addition to the college application.
- The resume allows you to elaborate on your accomplishments and two or more pages are appropriate.
- Some colleges can receive your resume online. If not, mail it in a large manila envelope with correct postage.
- Use bullet points and an active voice when compiling resume. Can be longer than two pages (UT will accept long).