

College Application Tracking Chart

School Name:				
Preliminary Information				
Campus Visit (date)				
Application Deadline				
Common Application Accepted?				
Common App Supplement Required?				
Early Decision Offered?				
Early Action Offered?				
Rolling Admissions Offered?				
Requirements				
Separate App for Program Within the College?				
Separate App for Honors College?				
Essay Required?				
Essay Completed (date)				
Personal Statement Required?				
Personal Statement Completed (date)				
Resume Required?				
Paper or Online?				
Resume Completed (date)				
No. of Recommendations Required				
Online or mailed?				
Request Recommendations and include a self-addressed, stamped envelope for mailing				
Recommendation Letter 1				
<i>Date requested</i>				
<i>Confirm sent</i>				
Recommendation Letter 2				
<i>Date requested</i>				
<i>Confirm sent</i>				
Recommendation Letter 3				
<i>Date requested</i>				
<i>Confirm sent</i>				
Write thank you letters				
<i>Teacher 1</i>				
<i>Teacher 2</i>				
<i>Teacher 3</i>				
Counselor recommendation				
<i>Date Requested</i>				
<i>Confirm sent</i>				
Midyear Transcript Sent				
<i>Date Requested</i>				
<i>Confirm Sent</i>				

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Entrance Tests Required?				
<i>SAT</i>				
<i>SAT Subject Test</i>				
<i>ACT</i>				
Test Scores Requested (date)				
<i>SAT / SAT Subject Test</i>				
<i>ACT</i>				
<i>AP Test</i>				
Submissions				
Application Completed				
Part II/Supplement Completed				
Review Application Requirements				
Application Submitted (date)				
Application Fee Paid (or Fee Waiver)				
Keep a Copy of Application for Your Records				
FAFSA Completed & Submitted (date)				
College Scholarship Service (CSS) online PROFILE Required?				
<i>CSS deadline (if required)</i>				
<i>CSS completed & submitted</i>				
Admissions Office Contact (name)				
Financial Aid Office Contact (name)				
Admission Interview Offered?				
<i>Schedule interview</i>				
<i>Attend interview?</i>				
<i>Thank you letter (date)</i>				
Admissions				
Letters of Acceptance/Denial Received				
Deferred/Wait Listed Until (date)				
Honors Letter of Acceptance Received				
Financial/Merit Aid Package Received				
Colleges Notified of Intent (date)				
Tuition Deposit Sent (date)				
Housing and Other Forms Submitted (date)				
Orientation Scheduled				
Send Final High School Transcript (date)				