



Application Checklist

(for each of the colleges you are applying to, use the following checklist)

- Get on their mailing list
- Visit the campus and attend open house events
- Note the regular application deadline
- Note the early action/decision deadline
- Note the priority financial aid deadline
- Note the regular financial aid deadline
- Rank as Likely (Safe) Target (Match) or Reach (have some of each)
- Download a practice application, at least the Common App
- Brainstorm and develop essays
- Have others proof your essay - read it out loud
- Set up an interview if offered – at least with an alumni or representative
- Send thank-you note(s) to interviewers
- Submit the application, sign and pay fee
- Keep copies of everything and use certificates of mailing when needed
- Have high school transcript sent (form needed?)
- Ask for letters of recommendation
- Send thank-you's to letter writers
- Send test scores (SAT, ACT, AP, SAT Subject as applicable)
- Confirm receipt of all materials
- Send any supplemental materials (portfolios, etc. as required)
- Consider sending a resume with small picture if appropriate (most public schools will not want this – privates might)
- Be sure all financial aid forms are in (see financial aid checklist)
- Send mid-year report (first semester senior grades) if required
- Receive decision – read all information carefully
- Receive financial aid letter if accepted
- Notify schools of your decision by May 1 and send deposit if applicable
- Watch for housing forms and other information to follow



Checklist for Waitlisted Students

- Pat yourself on the back – you wouldn't be waitlisted if you didn't meet the basic admission requirements. Good job!
- Decide if you really want to go to that particular school. If not, it's probably not worth remaining on the waitlist.
- Research what conditions apply to waitlisted students. Anything you lose? (for instance, priority housing, parking etc.)
- Is this particular waitlist ranked? If so, the higher you are on the list the better your chances. Contact the admission office and ask – most will tell you where you are and even what percent are generally admitted off their list. It is usually a small percent, perhaps 5% - 10% at most.
- Write a letter to the admissions office. Advise them of any new achievements, awards, or anything else positive you can share.
- Emphasize how much you want to attend. Indicate that, if accepted, you WILL attend. (Of course, only if that is true!)
- Get additional letters of recommendation from different writers, alumni etc.
- Keep your grades up! The school might use your last grades as a determining factor.
- Keep up your activities. Can you lead or shine in your senior year?
- Request an interview. If you've had one, try for a second. Get in front of them if possible.
- Remember that waitlist decisions aren't made until after the May 1 deadline.
- Take a fresh look at your other acceptances, and select one by May 1. Send your deposit and realize that, whatever happens with the waitlist, you have somewhere good to go.
- If you are accepted off a waitlist, congratulations! Notify the other school that you will not be attending. Then, of course, notify the wait-listed school that you will be. You will most likely lose your other deposit.
- Enjoy the rest of your senior year and prepare for the great adventure ahead of you!