APPLICATION CHECKLIST

Complete one checklist for each college to which you apply. Keep copies of all application materials.

Name of College _____________________________________________________________
Admissions Counselor or Contact _____________________________________________
Student ID #_________________  Username____________________  Password___________________

☐ Made school visit (online and/or in person).

FALL SEMESTER

Admission Application:
☐ Notated filing deadlines _____________________________________________________
☐ Completed and signed the application.
☐ Proofread to make sure all questions are answered and the spelling and grammar are correct.
☐ Included application fee (or requested fee waiver as appropriate) with submitted application.
☐ Completed an interview if required.
☐ Contacted college to ensure your completed application was received by the deadline.

Admission Essay (if required):
☐ Completed first draft of the essay.
☐ Received input on the first draft, then revised, proofread, and submitted it.

Grades and Test Scores:
☐ Asked counselor to submit high school transcript (6 or 7 semesters as requested by college).
☐ Made sure ACT and/or SAT scores were sent to the college.

Letters of Recommendation (if required):
☐ Provided your resume to persons writing letters for you.
☐ Provided persons writing letters for you with stamped envelopes to mail your recommendations.

Scholarships and Financial Aid:
☐ Submitted college applications for need-based and non need-based aid. IMPORTANT! Meet all deadlines!
☐ Completed application for state financial aid: msfinancialaid.org
☐ Obtained FSA ID (student and parent) required when filing FAFSA online: fsaid.ed.gov
☐ Completed Free Application for Federal Student Aid (FAFSA), meeting college deadline: fafsa.gov.
☐ Reviewed Student Aid Report (SAR) received after filing the FAFSA to ensure all information is accurate.

SPRING SEMESTER

Grades and Test Scores:
☐ Made sure AP test scores and final transcript are sent after graduation.

Admission and Scholarship Notification:
☐ Responded to admission notification from college.
☐ Responded to scholarship notification from college – understand all conditions for receipt and renewal.
☐ Responded to financial aid notification from college – understand all conditions for receipt and renewal.
☐ Paid deposits required.
☐ Notified financial aid office to accept or decline offers.
☐ Responded to all requests for additional information or documents such as student loan promissory note.
☐ Notified financial aid office of any outside scholarships received.

Get2College Centers – Live chat at get2college.org
Jackson: 601.321.5533  |  Gulf Coast: 228.875.4441  |  North MS: 662.349.2789