

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.