

Activity

Track Your College Applications

This activity will help you organize your applications. Fill in as many details as possible — due dates, dates completed, and account names and PINs. If something is not applicable, write N/A in the box. Make a copy of this chart if you are applying to more than four schools.

	College 1	College 2	College 3	College 4
School Name:				
Application Deadline:				
Preparing				
Created account (Common App, Common Black College Application, Coalition Application, etc.)				
Requested letters of recommendation				
Requested SAT/ACT scores be sent				
Requested high school transcript be sent				
Scheduled interview, if applicable				
Sent thank you note to interviewer				
Completed and proofread essays, including supplemental essays				
Applying				
Made copies of all application materials				
Sent essays				
Sent supplemental materials, e.g., letters of recommendation				
Completed, signed, and sent application form				
Paid fee or submitted fee waiver				
Requested mid-year grades be sent				
Established a contact in admissions office				
Verified receipt of all application materials				
Financial Aid				
Secured parents/guardians' 1040, W-2, and other paperwork				
Created FAFSA FSA ID and password/PIN				
Submitted FAFSA (and CSS Profile, if needed)				
Established a contact in financial aid office				
Received financial aid award details				
Tracking and Acceptance				
Admissions notification received: <i>admitted/denied</i>				
Accepted offer of admission and sent deposit (By May 1, unless Early Decision)				
Requested final high school transcript be sent				
Requested AP scores be sent				

Use this chart to track usernames and passwords for the FAFSA and your applications.

If all applications are done through Common App, the username and password will be the same for each college.

	FAFSA	College 1	College 2	College 3	College 4
Username					
Password/PIN					