

College Application Checklist for Students

Utilize this checklist for each college to ensure you have completed all of the required tasks in the college application process.

College: _____ Deadline: _____

- Complete the *Academic Records Release* form (one time only)
- Select application type: Common App or Institutional Application
- Select application deadline: Early Action, Early Decision, Regular Decision, or Rolling
- Add College into Naviance under “Colleges I’m Applying To”
- Letters of Recommendation
- Submit application
- Create/monitor college portal
- Notify your school counselor that you applied
- Send your SAT or ACT scores
- Send supplemental materials, resumes, art/music portfolios, auditions, etc., if applicable.
- Complete the FAFSA (one time only)
- Add the college to your FAFSA form
- Indicate your admissions decision on Naviance