College Application Checklist	Safety	Meet	Reach
Get the application			
Make a note of the regular application deadline			
Make a note of the early application deadline			
Request high school transcript sent			
Request midyear grade report sent			
Find out if an admission test is required			
Take an admission test, if required			
Take other required or recommended tests (e.g., SAT Subject Tests, AP Exams, IB exams)			
Send admission-test scores			
Send other test scores			
Request recommendation letters			
Send thank-you notes to recommendation writers			
Draft initial essay			
Proofread essay for spelling and grammar			
Have two people read your essay			
Revise your essay			
Proofread your revision			
Interview at college campus			
Have an alumni interview			
Submit FAFSA			
Submit PROFILE, if needed			
Make a note of the priority financial aid deadline			
Make a note of the regular financial aid deadline			
Complete college application			
Make copies of all application materials			
Pay application fee			
Sign and send application			
Submit college aid form, if needed			
Submit state aid form, if needed			
Confirm receipt of application materials			
Send additional material, if needed			
Tell school counselor that you applied			
Receive letter from office of admission			
Receive financial aid award letter			
Meet deadline to accept admission and send deposit			
Accept financial aid offer			
Notify the colleges you will not attend			

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