

College Application Tracking Worksheet

Name of College				
Preparing				
Decision Type (ED/EA/Regular/Rolling)				
Application deadline				
Institutional financial aid deadline				
# of letters of recommendation required				
Type of Application (CA? Electronic?)				
Supplemental Materials? List items.				
Tests Required: SAT? ACT? SAT II?				
Interview Required?				
Applying				
Requested letters of recommendation				
Requested SAT or ACT scores to be sent				
Requested high school transcript to be sent				
Filled out, signed and submitted application forms				
Filled out signed and sent ED agreement (if applicable)				
Sent supplemental materials, if needed				
Sent application fee or fee waiver				
Scheduled interview (if applicable)				
Verified receipt of all materials				
Completed institutional financial aid app.				
Requested 1 st quarter grades to be sent (if applicable)				
Accepting				
Received admissions notification letter – Provide counselors with copy of letter.				
Received financial aid letter (if applicable)				
Accepted offer of admission with deposit				
Requested final transcript to be sent				