APPLICATION ORGANIZER

With this organizer you can always see at a glance what's done, what needs to be done, and when it has to happen. At the top of each column, write the name of the school you are applying to. Note the deadlines for the application and financial aid forms. Then just check off the squares as you complete each item for each school.

	SCHOOL NAMES									
	1	2	3	4	5	6	7	8	9	10
APPLICATIONS										
Application deadline										
Application form completed	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Essays completed	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Application mailed or E-mailed	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
RECOMMENDATIONS										
Gave form to NAME HERE	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Writer mailed form or returned it to me	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Sent thank-you note	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Gave form to NAME HERE	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Writer mailed form or returned it to me	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Sent thank-you note	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Gave form to NAME HERE	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Writer mailed form or returned it to me	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Sent thank-you note	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
TRANSCRIPTS										
Gave transcript form to counselor	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Form mailed	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Gave midyear report form to counselor	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Form mailed	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
TEST SCORES										
Requested that score reports be sent	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
SAT I	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
SAT II	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
ACT	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
AP exams	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
FINANCIAL AID FORMS										
Financial aid application deadline										
FAFSA form submitted	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Completed Profile registration process	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Profile form submitted	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
If needed, college's form submitted	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐