



College Checklist

College Name: _____
 Address: _____
 Phone: _____
 Website: _____
 Admissions Office Contact: _____
 Phone: _____
 Email: _____
 Financial Aid Office Contact: _____
 Phone: _____
 Email: _____

If you are considering several colleges you may find it helpful to keep a separate folder for each college. Make a copy of this page and place it at the front of each folder, so you don't miss any important deadlines. You may also want to keep a log of all the calls you make to a college including the date, the person's name, and the nature of the conversation.

Note: Not all of the items on this checklist are required by every college

	Date:	Notes:
ACT/SAT tests taken:	_____	_____
ACT/SAT scores sent:	_____	_____
Admission deadline:	_____	_____
Admission application sent:	_____	_____
Admission essay sent:	_____	_____
Letters of recommendation sent:	_____	_____
Preliminary transcript sent:	_____	_____
Financial aid priority deadline:	_____	_____
FAFSA sent:	_____	_____
Student Aid Report (SAR) received:	_____	_____
Parent's tax return sent:	_____	_____
Student's tax return sent:	_____	_____
Verification forms received:	_____	_____
Verification forms returned:	_____	_____
Institutional forms received:	_____	_____
Institutional forms returned:	_____	_____
Award letter received:	_____	_____
Award letter deadline:	_____	_____
Work study application returned:	_____	_____
Loan application returned:	_____	_____
Tuition payment deadline:	_____	_____
Tuition refund deadline:	_____	_____
Housing deposit deadline:	_____	_____
Housing refund deadline:	_____	_____
Final high school transcript sent:	_____	_____
Immunization record sent:	_____	_____
Additional forms:	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



College Notes

Size: _____

Location: _____

Type: _____

Academic Programs: _____

Student Activities: _____

Diversity of Student Body: _____

Housing Options: _____

Athletics: _____

Cost: _____

Financial Aid Availability: _____

Facilities: _____

Campus Safety: _____

Overall Impression: _____
