

College Checklist

Check as you complete:

- _____ 1. Visit the high school counselor's office or the College Center to look over brochures, guides, and catalogs. Choose 3-5 colleges which interest you.
- _____ 2. Email, visit the website, or call each college for admissions information, as well as forms for financial aid, scholarships, and housing. Ask for a catalog.
- _____ 3. Familiarize yourself with the admission procedures for each college. READ applications carefully!
- _____ 4. Apply to take the appropriate entrance exam. (SAT or ACT and in some instances SAT Subject Tests). Take the exam no later than December of your senior year. Have the scores sent to colleges which you are considering.
- _____ 5. Talk with your parents about the colleges which you are considering and the costs of attending each.
- _____ 6. Visit the campuses of the colleges which you are considering if at all possible. Tour dorms, talk with professors and admission officers. Ask questions! The summer before your senior year is an excellent time to visit college campuses.
- _____ 7. Complete applications for admission for colleges which you are considering: submit health forms, if needed, at the time of application. Send application, transcripts, essays. Adhere to deadlines!
- _____ 8. Complete a [Transcript Release Form](#). Have a transcript (copy of your high school record) sent to the colleges which you are considering. This is done in the registrar's office.
- _____ 9. Review finances with your parents. Decide if financial assistance is needed, and if so, complete necessary forms. Apply early! Note: You must be accepted for admission before you will be considered for financial aid.
- _____ 10. Apply for academic or service scholarships, if applicable to your situation. Adhere to deadlines.
- _____ 11. Decide on housing (on-campus or off-campus). Send application and deposit. Adhere to deadlines! Consult the college website or catalog for procedure.
- _____ 12. Send final transcript after graduation.
- _____ 13. Colleges award credit-by-exam in several ways. Take advantage of this if possible. In many instances colleges offer testing for credit during orientation. Advanced Placement Exams are available to you in May. The CLEP (College Level Examination Program) exams are available at colleges and universities. Some colleges grant credit for high scores on entrance exams and subject tests.
- _____ 14. Sign up for the orientation program if available. Adhere to deadlines!
- _____ 15. Provide at least two weeks' notification for letters of recommendation if needed from someone.
- _____ 16. And please remember...**Adhere to Deadlines!!!**