

College Application CHECKLIST

Copies made and filed for this application

College Phone

Online Application

Username/Login Password

Admissions Counselor Contact Information

Name Email Phone

APPLICATIONS

Application Fee: _____ Fee Waiver: _____

- Common Application University of CA (UC) CA State (CSU) Institutional App Coalition App

Application Plan & Type

- Early Decision
 Early Action
 Regular Action
 Rolling Admissions
 Special Program Supplemental App
(architecture, music, arts etc.)

DATES

Deadline _____

Submitted _____

Merit Scholarships

- Separate Merit Scholarship App

- Priority Scholarship**
(for automatic merit consideration)

DATES

Deadline _____

Submitted _____

Writing Requirements

- Personal Essay
 Member Questions
 Writing Supplement

**Identify essay prompts, add to side 2*

Letters of Recommendation Required _____

- Recommender: _____ Request Date _____ Check Status
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 Recommender: _____ Request Date _____ Check Status

Counselor Evaluation/School Report: Request Date _____ *Always check Status in Comm App or Naviance*

Personal Interview: Interviewer Name: _____ Date: _____

FINANCIAL AID Requirements

FAFSA FSA ID: _____ FAFSA School code: _____
 CSS Profile: __ YES __ NO CSS School code: _____
 School Specific Fin Aid Application: __ YES __ NO

Financial Form Deadlines _____ Sent

FAFSA Deadline: Should submit in October.
CSS Profile Deadline: _____
School Deadline: _____

OTHER MATERIALS Deadline Sent Date

SAT/ACT Scores* _____ _____
 Official Transcript _____ _____
 Midyear Grade Report _____ _____
 Final Transcript _____ _____

THANK YOU Notes Sent

Teachers
 Counselor
 Admissions Counselor
 Other

***Please note:** check the college/university testing policies and deadlines. Some applications will become void if materials do not arrive by deadline and no extensions given.

Common Application Essay Prompts

Where to find writing prompts that are in addition to the main Common Application essay.

- Visit your "My Colleges" tab that includes all the schools you have chosen to send an application.
- Click/open each college.
- A college information screen appears.
- Scroll to the bottom to see "Writing Requirements." If the title is blue it means there will be a link to further information. The descriptions will let you know if any writing is required and the link will take you to the questions/prompts.
- NOTE: Under the College Questions section a writing prompt may appear in any of the categories listed and each school will have different categories. Possible categories: General; Academics; Activities; Contacts; Family, Other Information; and Writing. Make sure to click through each category to find writing prompts.

You can also log in to the Explore Solutions website and watch a short tutorial on how to find your essays.

Identify your writing requirements

Main Common Application Essay Required: Yes _____ No _____

Prompt chosen:

Member Questions Required: Yes _____ No _____ # of responses required _____

Prompt (write/copy & paste the prompt(s) below):

Writing Supplement Required: Yes _____ No _____

NOTE: The writing supplement submission is a 2-step process! You must submit the main application before you can submit your supplemental writing.

Prompt (write/copy & paste the prompt(s) below):