



WORKSHEET: ORGANIZE YOUR APPLICATION INFORMATION

Make copies of this page, and complete the information for each college you are seriously considering.

COLLEGE NAME	
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COLLEGE INFORMATION

Address for application: _____

City, state, zip: _____

School website: _____

Application website: _____

Admissions office phone: _____ Fax: _____

CEEB code* (College): _____ (High School): _____

Federal School Code:** _____ FAFSA submitted: _____ / _____ / _____

*CEEB codes can be found at <https://satsuite.collegeboard.org/k12-educators/tools-resources>.
 **Federal School Codes can be found at <https://studentaid.gov/fafsa-app/FSCsearch>.

RECOMMENDATIONS

Recommendations required? YES NO

	Requested	Received	Thank You Sent
Reference 1: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reference 2: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reference 3: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISIT/VIRTUAL EVENT

Name of Person You're Meeting	Date/Time	Location

CONTACTS

Name	Phone	Email	Notes

APPLICATION DUE	/ /
	: ET MT CT PT
<input type="checkbox"/> Postmark date <input type="checkbox"/> Arrive-by date <input type="checkbox"/> Submit online date	
Application Submitted	/ /

ESSAYS

Essays required? YES NO

	Complete
Topic 1: _____	<input type="checkbox"/>
Topic 2: _____	<input type="checkbox"/>
Topic 3: _____	<input type="checkbox"/>

TRANSCRIPTS

High school transcripts requested? YES NO

College transcripts (If already earned college credits) requested? YES NO

ENTRANCE EXAMS

Test required Test optional Test blind

Ordered scores sent from ACT/SAT? YES NO

OTHER REQUIREMENTS

Other requirements YES NO

Task	Complete
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>



Organize Your Application Information worksheet is part of the 2025-2026 *Opportunities Preparing for College Guide and Workbook*. This free college planning publication provides students and families with important information and tools to guide their pursuit of postsecondary education. These books are available in English and Spanish. Full PDFs of each *Opportunities* booklet can be downloaded at www.ecmc.org/opportunities.