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THE COLLEGE APPLICATION PROCESS



WORKSHEET: ORGANIZE YOUR APPLICATION INFORMATION

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

COLLEGE NAME

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: _____	☐	☐	☐
Reference 2: _____	☐	☐	☐
Reference 3: _____	☐	☐	☐

VISIT/VIRTUAL EVENT

Name of Person You're Meeting	Date/Time	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____

CONTACTS

Name	Phone	Email	Notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

APPLICATION DUE

_____/_____/_____
_____:____ ET/ CT/ MT/ PT

☐ Postmark date ☐ Arrive-by date ☐ Submit online date

Application Submitted _____/_____/_____

ESSAYS

Essays required? YES ☐ NO ☐

	Complete
Topic 1: _____	☐
Topic 2: _____	☐
Topic 3: _____	☐

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
_____	☐
_____	☐
_____	☐