



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: _____
 Website: _____
 Admissions office phone: _____ Fax: _____
 CEEB code* (College): _____ (High School): _____

*CEEB codes can be found at www.collegeboard.org.

RECOMMENDATIONS

| | 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

Visiting campus? YES NO Dates of visit _____

| Name of person you're meeting | Date/time | Location |
|-------------------------------|-----------|----------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

CONTACTS

| Name | Phone | Email | Notes |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

| | |
|--|-----|
| APPLICATION DUE | / / |
| <input type="checkbox"/> Postmark date <input type="checkbox"/> Arrive-by date | |

ESSAYS

Essays required? YES NO

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

INTERVIEWS

Interview required? YES NO
 Thank you sent? YES

| Interviewer | Complete |
|--------------|--------------------------|
| Name: _____ | <input type="checkbox"/> |
| Title: _____ | <input type="checkbox"/> |
| Email: _____ | <input type="checkbox"/> |
| Phone: _____ | <input type="checkbox"/> |

OTHER REQUIREMENTS

Other requirements? YES NO

| Task | Complete |
|-------|--------------------------|
| _____ | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> |



Organizing Your Application Information worksheet is part of the 2018-2019 *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.