

| TASKS | College 1 | College 2 | College 3 | College 4 | College 5 |
|--|------------------|------------------|------------------|------------------|------------------|
| September | | | | | |
| Note application deadlines in each column | | | | | |
| Application begun | | | | | |
| Update resume/Senior Activity List | | | | | |
| Work on common app | | | | | |
| Work on college essays | | | | | |
| Request teacher/other reference letters, provide addressed, stamped envelopes | | | | | |
| Contact NCAA Initial Eligibility Clearinghouse for DI or DII sports recruiting | | | | | |
| Schedule October SAT test taking session | | | | | |
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| October | | | | | |
| Follow up with reference providers | | | | | |
| Finalize applications, noting each deadline | | | | | |
| Request SAT/ACT scores to be sent to colleges | | | | | |
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| November | | | | | |
| Submit early decision and early action apps | | | | | |
| Submit rolling deadline applications ASAP | | | | | |
| Finalize essays – have them proofread! | | | | | |
| Check that each reference letter has been mailed | | | | | |
| Request any additional SAT/ACT scores be sent | | | | | |
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| December | | | | | |
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| Finish all applications before winter break - remember to make copies before sending | | | | | |
| Expect replies from early decision and early action applications this month | | | | | |
| If SATs are taken this month, make sure scores are sent to appropriate colleges | | | | | |
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| January | | | | | |
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| Expect replies from early decision and early action applications starting this month | | | | | |
| Some colleges require first semester grades (mid-year grade report), request that guidance send them if needed | | | | | |
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| February | | | | | |
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| Contact all colleges to confirm that all necessary application materials have been received | | | | | |
| *Stay focused on schoolwork - colleges want to see strong second-half grades | | | | | |
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| March | | | | | |
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| Expect some decisions to arrive this month note all reply deadlines as letters are received | | | | | |
| As letters are received, watch for Housing information | | | | | |
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| April | | | | | |
| Expect remaining decisions to arrive this month note all reply deadlines as letters are received | | | | | |
| Expect most financial aid award letters to arrive this month note all reply deadlines | | | | | |
| Make your final decision and mail the enrollment form and deposit check to the school you choose | | | | | |
| Notify schools you will not attend in writing so your place can be offered to other wait listed students | | | | | |
| If you are wait listed, contact the admission office and communicate your continued interest; update them on spring semester grades and activities, request next steps | | | | | |
| May | | | | | |
| If taking AP exams, make sure AP grade report is sent to the final choice college | | | | | |
| Study for finals, most admission offers are contingent on final grades | | | | | |
| Thank counselor, teachers, coaches, and others who provided recommendations or helped with application process | | | | | |
| June | | | | | |
| Check to see if counselor has sent final transcript to college of your choice | | | | | |
| *If you plan to compete in DI or DII college sports, check to make sure final transcript was sent to NCAA Initial Eligibility Clearinghouse | | | | | |
| Summer | | | | | |
| Make travel plans to move to college | | | | | |
| Finalize housing plans | | | | | |
| Shop for items needed for college | | | | | |
| Sign up for first-year orientation | | | | | |