

## EAGLE COLLEGE APPLICATION CHECKLIST

<b>COLLEGE NAME:</b>		<b>College 1</b>
Username		
Password		
Application Type (Common App or Own?)		
<b>DEADLINES</b>		<b>Date</b>
<b>Date entered on Naviance</b> (under "Colleges I'm Applying To")		
Early Decision Deadline		
Early Action/ Restricted EA Deadline		
Regular Decision Deadline		
<b>TEACHER LETTER OF RECOMMENDATION</b>		<b>Date Requested/Sent</b>
Teacher 1		
Send Thank You Note to Teacher 1	N/A	
Teacher 2		
Send Thank You Note to Teacher 2	N/A	
Supplemental LOR (3rd) Writer ?		
Send Thank You Note to 3rd writer	N/A	
<b>COUNSELOR'S RECOMMENDATION &amp; TRANSCRIPT</b>		<b>Date</b>
Request High School Transcript (green sheet)		
Speak personally to Counselor to request letter of recommendation		
Send Thank You Note to Counselor		
Request MidYear Transcript (January - yellow sheet)		
<b>TEST SCORES</b>		<b>Date Sent</b>
Send SAT/ACT (with writing) Scores		
Send SAT II Subject Test Scores		
Send AP Scores		

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<b>COLLEGE NAME:</b>		College 1	
<b>ADDITIONAL INFORMATION (optional):</b> Audition, Portfolio, CD, Website, Youtube, etc.			
	Required Format	Due Date	Date Sent
1			
2			
<b>ESSAYS AND RESUME</b>			
	Topic	Date Completed	
Resume	<i>Topic N/A</i>		
Comm. App. Main Essay			
Comm. App. Supplement Essay			
Other App. Essay			
Other App. Essay			
<b>INTERVIEW (if required or recommended)</b>			
Interviewer Name			
Interview Date			
Interview Venue			
Review App. Materials before interview			
Send Thank You Note			
<b>SEND AND TRACK APPLICATION</b>			
	Date	Confirmation	
Make Copies of Application Material for records & review before interviews		<i>N/A</i>	
Common App Signed & Submitted			
Common App Supplement Signed & Submitted			
College's Own Application Signed & Submitted			
Application Fee Sent			
Additional Information Sent: Visual Arts/ Performing Arts/ Athletic Records etc.			

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<b>COLLEGE NAME:</b>		College 1	
<b>FINANCIAL AID</b>		<b>Date</b>	<b>Confirmation</b>
FAFSA Submission			
CSS Profile Submission (if required)			
Campus Scholarship Applications			
<b>ACCEPTANCE</b>		<b>Date Due</b>	<b>Date Sent</b>
Receive Admission Letter		<i>N/A</i>	<i>N/A</i>
Send Deposit			
Send AP/IB Transcript			
Housing Choice			
<b>SENIOR CHECK-OUT AT ACHS</b>			<b>Date</b>
Record College Adm. Result & Decision on Naviance			
Order Final Transcript			
Send Transcript to NCAA (for Athletes)			
<b>ADMISSIONS CONTACTS</b>			
Address			
Phone			
Email			
<b>REGIONAL REPRESENTATIVE INFORMATION</b>			
Name			
Phone			
Email			
Rep Visit Date & Location			
<b>NOTES:</b>			