1. Have you researched each school’s website? How do you apply and what do you need to have in order to complete an application for each particular school? These specifics can be found on each post-secondary school’s website. Research under Admissions, Incoming Freshman Requirements and/or the school’s Freshman Profile.
2. Below is a sample chart that you may use when completing the steps to your post-secondary application.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Applications** | | | **Required Information** | | **Letters of Recommendation**  **(Only if Needed)** | | | | | | **Test Scores** | | **Aid** | **Follow-up** |
| **Colleges** | Application Priority Deadline | Application Fee | Application Sent |  |  | Teacher #1 | | Teacher #2 | | Other | | ACT/SAT Scores (Needed) | ACT/SAT Scores (Sent) | FAFSA Submitted  **(Due after Oct. 1st)** | **Check that all colleges have received all materials** |
| Parchment Transcript Sent | GPA/ Class Rank Requirement | Recommendation Requested | Thank You Note | Recommendation Requested | Thank You Note | Recommendation Requested | Thank You Note |
|  |  | **Amount:** |  |  | **GPA:** |  |  |  |  |  |  | Yes No |  |  |  |
| **Paid:** | **Rank:** |
|  |  | **Amount:** |  |  | **GPA:** |  |  |  |  |  |  | Yes No |  |  |  |
| **Paid:** | **Rank:** |
|  |  | **Amount:** |  |  | **GPA:** |  |  |  |  |  |  | Yes No |  |  |  |
| **Paid:** | **Rank:** |
|  |  | **Amount:** |  |  | **GPA:** |  |  |  |  |  |  | Yes No |  |  |  |
| **Paid:** | **Rank:** |