



College & Scholarship Application Tracker

In order to keep organized and submit your applications on time, it is beneficial to keep a list of each school that you apply to and each scholarship you apply for. As you complete each step, check off or date the appropriate box. Note that not every application will require all the steps.

	College/ Scholarship Name	College/ Scholarship Name	College/ Scholarship Name
Application			
Request info/application			
Regular application deadline			
Early application deadline			
Copy all application materials			
Apply online or mail application			
Sign application			
Include application fee			
Supplemental Information			
Request high school transcript sent			
Send SAT or ACT scores			
Send SAT II scores			
Send AP scores			
Request recommendation letters			
Write essay(s)			
Proof read essay(s)			
Have two people read your essay(s)			
Financial Aid			
Priority financial aid deadline			
Regular financial aid deadline			
Mail institutional aid form			
Mail FAFSA			
After You Apply			
Confirm college received materials			
Receive admission letter			
Receive financial aid award letter			