If you’re considering several different colleges, it may be helpful to keep a separate folder for each one. You may also want to keep a record of each call you make to the college, including the date, the name of the person you spoke with and what was discussed.

**College Checklist**

**College Name:** ____________________________________________

**Address:** ________________________________________________

**Phone:** _________________________________________________

**Web site:** ______________________________________________

**Admission Office Contact:** __________________________________

**Phone:** _________________________________________________

**E-mail:** _______________________________________________

**Financial Aid Office Contact:** _______________________________

**Phone:** _________________________________________________

**E-mail:** _______________________________________________

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### College Admission Exams

- ACT/SAT Tests Taken
- ACT/SAT Scores Sent

### Admission

- Admission Deadline
- Admission Application Sent
- Letters of Recommendation Sent
- Preliminary Transcript Sent

### Financial Aid

- Financial Aid Priority Date
- FAFSA Sent
- Student Aid Report (SAR) Received
- Verification Forms Received
- Verification Forms Returned
- Parents’ Tax Returns Sent
- Student’s Tax Return Sent
- Institutional Forms Received
- Institutional Forms Returned

### Award Letter

- Award Letter Received
- Return Award Letter Deadline
- Award Letter Returned

### Final Documents

- Tuition Payment Deadline
- Housing Deposit Deadline
- Work-Study Application Returned
- Loan Application Returned
- Final High School Transcript Sent
- Immunization Record Sent
- Additional Forms

**Note:** Not all of the items on this checklist are required by every college.