



	College #1	College #2	College #3	College #4
Plan	Date/Completed	Date/Completed	Date/Completed	Date/Completed
Type of application: (College website, GAFutures, Common App)				
Early Application Deadline				
Regular Application Deadline				
School fit: (ie. Safety , Reach , or Match)				
Letters of Recommendation (LOR)				
Is a LOR required?				
Who will I ask?				
Complete Student Brag Sheet and give to teacher and/or counselor				
Deadline for LOR				
Follow up with teacher and/or counselor two weeks before deadline				
Transcript/Mid-Year Grades				
How do I need to request my transcript be sent - through GAFutures, Common App, or online?				
Date Transcript Requested				
Test Scores				
Is SAT or ACT required?				
Date of next test				
Date official test scores sent to college				

College Essays				
Essay(s) required?				
Written rough draft of essay or essays				
Proofread essay for spelling and grammar				
Have two other people read your essay and/or essays?				
Revise your essay and/or essays				
Proofread your essay one last time				
Application				
Complete college application: Doublecheck spelling, use your legal/given name, and personal data for accuracy (DoB, SSN, etc)				
Carefully review all parts of your application				
Ask a family member to review your application before submission				
Complete and submit application				
Verify college has received all required materials. (Wait a few weeks from when you sent it to all the college to process it)				
Financial Aid				
Deadline set by college to complete FAFSA				
Completed FAFSA				
Researched and applied for scholarships				