

College Application Tracker

Use this form to note the dates you've completed each task in the application process. It will help you remember what you've already done, and what you still need to do.

APPLICATION

- Made copies of all application materials
- Signed and submitted application (online or paper)
- Requested transcript sent
- Paid application fee
- Sent additional materials if needed
- Confirmed college received all materials
- Gave counselor (or school official) midyear school report

	College 1	College 2	College 3	College 4
Made copies of all application materials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signed and submitted application (online or paper)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requested transcript sent	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paid application fee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sent additional materials if needed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Confirmed college received all materials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gave counselor (or school official) midyear school report	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

TEST SCORES

- Took entrance exam
- Had test scores sent
- Had additional required test scores sent (SAT Subject Tests™, AP® Exams, etc.)

Took entrance exam	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Had test scores sent	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Had additional required test scores sent (SAT Subject Tests™, AP® Exams, etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

RECOMMENDATION LETTERS/FORMS

- Gave teacher(s) form for recommendation
- Provided teacher(s) with helpful information (i.e., résumé, deadlines)
- Gave counselor (or other school official) secondary school form
- Wrote thank-you notes to recommenders

Gave teacher(s) form for recommendation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Provided teacher(s) with helpful information (i.e., résumé, deadlines)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gave counselor (or other school official) secondary school form	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wrote thank-you notes to recommenders	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ESSAYS

- Completed first draft of essay
- Had two people proofread essay
- Revised and submitted essay

Completed first draft of essay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Had two people proofread essay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Revised and submitted essay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

