

Admissions Timeline for Seniors

September

- Obtain school applications.
- Make copies to use for rough drafts/practice.
- Decide who will write recommendations.
- Check with your guidance office about requesting transcripts.
- Mark your calendar with specific due dates for all the schools to which you will apply.

October

- Ask references for letters of recommendation.
- Begin filling out applications and working on essays.
- Submit Part 1 of the Common Application, if applicable.
- If you are applying for Early Decision, complete and submit the application. (November 1 is often the deadline.)
- Make copies for your records.

Application "To Do" List

A list of "To Do" items can help keep students organized.

- Determine what is required by each school (include the application fee and acceptable method of payment).
- Create a list of tasks associated with each school's requirements (e.g., obtaining the correct number of recommendations and writing required essays).
- Assign a begin and end dates for each task.
- Check off tasks as completed.
- Keep copies of everything submitted.
- Organize information in a filing folder, box, or cabinet.

November ~ December ~ January

- Complete applications for normal admissions, either online or by mail. If submitting by mail, allow plenty of time for delays.
- If required by the school, apply for housing when you submit the application.

February ~ March

- Request that your guidance counselor send transcripts with first semester grades to your intended schools. Be sure to provide instructions and address information.
- If you have received no confirmation from your school, verify that the admissions office received all your documents.

April ~ May

- Review your admissions information to ensure you have completed the application process. (For example, have you settled your housing and meal plan situation?)
- Register for the Advanced Placement (AP) tests, if needed.
- Request that your final transcript be sent to your school.