

**SCHEDULE FOR THOSE APPLYING  
EARLY DECISION/EARLY ACTION/EARLY OTHER (ED)  
and REGULAR DECISION (RD)**

By Sept. 15	<ul style="list-style-type: none"> <li>-Complete all the forms required by your counselor and schedule a time to meet with him/her.</li> <li>-Ask for recommendations from teachers.</li> <li>-Download the Common App, any school specific supplements and any applications from schools that don't accept the Common App.</li> <li>-Make a master list of all the essays you need to write and determine topics, starting with your ED application, but including all the others. A little thinking and strategy here can go a long way – see what topics might allow you to use an essay for multiple applications. The fewer different essays you have to write, the more time you can spend on each.</li> <li>-Determine if you are going to submit an Arts or Athletic supplement &amp; if so, what is required. Make a plan for gathering that stuff and write it into this plan.</li> <li>-Register, if you haven't already, for any standardized tests you need to take (remember all testing has to be completed in October for ED).</li> </ul>
By Sept. 30	<ul style="list-style-type: none"> <li>- Submit any "Part I" components of the other applications or school-specific supplements that are basic information only (all your schools, not just your ED school).</li> <li>-Complete the basic information sections of your ED application. On the Common App, this would be the Applicant, Future Plans, Demographics, Family, Education and Academics/Current Courses sections.</li> <li>-Complete the Academics/Honors List, Extracurricular Activities and Work Experience List and any other lists asked for on your ED application (favorite books etc.). Take your time with this and make sure you are thorough and thoughtful. In the Activities lists, be sure and document your accomplishments as well as your participation.</li> <li>-Take standardized tests, if applicable.</li> </ul>
By Oct. 15	<ul style="list-style-type: none"> <li>-Complete any "short" essays for your ED school. (Short is 250 words or less).</li> <li>-Outline any long essays (more than 250 words required by your ED school).</li> <li>-Take standardized tests, if applicable.</li> </ul>
By Oct. 25	<ul style="list-style-type: none"> <li>-Write your long essay for your ED application. Take your time and go through multiple drafts. Edit, edit, edit.</li> </ul>
By Oct. 30	<ul style="list-style-type: none"> <li>-Submit your ED application and take a short break (like through Halloween).</li> </ul>

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By Nov. 7	<p>-Complete all the basic information sections your RD applications.</p> <p>-Complete any other lists asked for in your RD applications (favorite books etc.). You should be able to use much of what you prepared for your ED application. But, take your time with this and make sure you are thorough and thoughtful. In the Activities lists, be sure and document your accomplishments as well as your participation.</p>
By Nov. 30	<p>-Write all the additional school specific essays for your RD application. One caution here: do NOT just cut and paste from your ED application unless the essay is really on point. Example: don't use your "why the ED school" essay for all of the "why School X" essays.</p>
By Dec. 15	<p>Submit your RD applications avoiding the end of year "computer insanity" when the Common App system and university systems are known to crash.</p>