Phase 1 **Planning**	Phase 2 **Preparation**	Phase 3 **Testing**	Phase 4 **Apply**	Phase 5 **Interviews**
May June	July August September	October November	December January February	March April

Planning

- **Make decision to apply to a college in the United States**

- **Map out potential colleges** to apply to – check for specific deadlines and be sure to note them down

- **Get a mentor from Project Access**

- Reach out to other students who consider applying

- Consider **planning extra curricular activities** for the summer

- **Plan ahead** – get an overview of your calendar and know when you need to do what

- **Decide** if you want to apply for Early Decision / Early Action

Preparation

- Allocate part of your summer to **prepare for SAT, subject tests, ACT (and TOEFL) etc.**

- **Sign up for the tests in advance.** Try to take the SAT or ACT at least twice. Just in case anything goes wrong.

- **Begin your application process on Common Application** and fill out the introductory/biographical parts

- **Reflect on possible topics for your application essays**

- Contact teachers (and school counselors) whom you think could write the **necessary recommendations** for your application

Testing

- **Take the tests required**; doing it "early" is *crucial* as it allows you to retake it, should the result be disappointing. Try to take the SAT/ACT at least twice! Many students experience major improvement on the second test.

- **Write your application essays** – and make it an iterative process where you start early. You should prepare for many different essays and multiple revisions.

- Stay **in contact with your recommendation writers** – make sure to assist them in any way possible

- Send your essays to people you trust who can give you **valuable and critical feedback**

- Fill out every relevant part of your Common Application

- The deadline for Early Action is Nov 1

Apply

- This is the last sprint before finish! **Make it count.**

- **Finish your application** to all colleges that you have mapped out during the summer

- **Double, triple, and quadruple check** every part of your Common Application – including essays and teacher recommendations

- Make sure your designated school counselor has **uploaded all required information and documents**

- **APPLY JAN 1**

*Note: Time requirement will vary greatly. However, these estimates are effective hours. That is, if you spent a whole day studying for e.g. a SAT test, you have no more than 10-12 effective hours.

Interviews

- You might be required to do an **interview**

- Interviews **are mostly informal conversations**; they are opportunities for colleges to get to know you personally (and for you to know them). *"Would this student fit into the class of next year – both personally and academically?"*

- Do **prepare for the interviews**, it will be evident whether you are serious

- Provide all colleges with the necessary **documentation for Financial Aid** (if you need it). This process will be quite heavy – begin as soon as possible!

- Use the month of April to finally decide which college to attend among your choices

Time requirement **5-10 hours***	Time requirement **50-70 hours**	Time requirement **50-60 hours**	Time requirement **20-25 hours**	Time requirement **10-20 hours**
Project Access guide: **How to plan your application process**	Project Access guide: **Test preparation**	Project Access guide: **How to convey your story**	**PROJECT ACCESS**	Project Access guide: **Interviews + Financial Aid**