



From Nest to Wings

College Application Tracking Worksheet

Name _____

Dates _____

| School Name | Application Form Used | Deadline | Date/Time Application Filed | Name of College Admissions Counselor | Contact Information College Admissions Counselor | Do I Meet Qualifications? | Double-Check all components are answered | Supporting Documents Requested/Sent (Transcript, etc.) | Names of Recommenders Utilized/Recommendations Filed | AP/Transfer Credits/IB Credits That Would Be Accepted | Application Fee/Free Application Period |
|--|-----------------------|----------|-----------------------------|--------------------------------------|--|---------------------------|--|--|--|---|---|
| <p>NOTES:</p> <ol style="list-style-type: none"> 1. Application Form Used - Do they use the Common Application, Coalition Application, or an application from their website? 2. Deadline - List the deadline you wish you use by date. You can use the early action, early decision, or regular deadline. 3. Date/Time Application Filed - This is a quick notation so you can track when you sent the application. If the school has problems with receipt (their servers go down, etc.) you will be able to indicate exactly when you submitted your application. 4. Noting the name and contact information for your admissions counselor for each school will allow you to keep all information in the same place. This will make it easier should you need to ask questions as you complete your application. 5. Do I Meet Qualifications? - This is a reminder to review every qualification. Qualifications may be based on grade point average, test scores, activities or course work, a defined tie to the organization, or many other items. Make sure you meet all of the qualifications. If you have questions about your ability to meet the stated qualifications, ask your admissions counselor. If you do not meet the qualifications, spend your time on another school's application that better matches your skills and achievements. Make sure you double-check this point BEFORE you complete the application. 6. Double-Check All Components Are Answered - Go through your completed application to assure that you have completely answered every question. Another person or "fresh set of eyes" can help with this part of the process. 7. Supporting Documents - Has your transcript and/or ACT/SAT, etc. testing been reported to the college? 8. Recommendations Utilized - Who is writing recommendations on your behalf? Do they have the supporting documents they need to represent your experiences well? Have they filed their applications? If so, when? 9. AP/Transfer Credits/IB Credits - What portion of your credits will be accepted by this school? Some of this will be based on your testing scores and some schools may designate credit to be assigned to a particular class or credit amount. Note that here so you can compare school to school when it is time to make a decision. 10. Application Fee - How much does it cost to apply to this school? Note the dates they may have a free application date or time period so you can apply on those days. Also note if you are awarded a free application code or date in this space. 11. To use this form, move the text box to the next page, adapt the columns to be most useful to you, and then fill in the data you wish to track. Keeping all this information in one place will help you keep facts, dates, and contact information together. This will also allow you to review information for your final selection process once your applications come rolling in. | | | | | | | | | | | |