

## College Application Organizer

<b>College or University</b>	<b>Safe, Target or Reach</b>  Be sure to have schools in each category	<b>Application Deadline –</b>  Annotate for ED, EA, or regular	<b>Transcript Request Deadline</b> *minimum 15 school days <i>before</i> the college application deadline	<b>Is a Counselor Recommendation required?</b> *recommendation packet to your counselor minimum 15 school days prior to first application deadline	<b>Is a Teacher Recommendation required?</b> It is best NOT to submit more letters than required. Present request to teacher minimum 15 school days prior to first deadline.	<b>Essay Completed?</b>  Make sure the essay is well-edited and is on the topic requested by the college.	<b>Secondary School Report Form?</b> If required, download from each college application website & give to your counselor.	<b>Is SAT II (Subject Test) required for application?</b>  College admissions website will specify if it is required.

**REMEMBER:** It is your responsibility to send SAT ([www.collegeboard.com](http://www.collegeboard.com)), ACT ([www.ACT.org](http://www.ACT.org)), TOEFL ([www.ets.org](http://www.ets.org)) scores directly to the schools to which you are applying.