

9 Point Check List After Submitting Your Application

Most students breathe a sigh of relief after they click on the college application submit button.

Some of these same students find themselves in a panic when they learn that components of their application package may not have arrived at the admissions office.

I advise all applicants to check the status of their application. Many schools offer applicants an easy online status check/student portal option on their website in which they rely to correspond with their applicants. Students can see if any part of their application packet is missing. If something is missing, don't panic. Call or email the admissions office to inquire. Most of the time, there is no need to be alarmed. Usually, the missing item/s has been received, but hasn't yet been logged in the system.

For each school to which you apply, it is a good idea to confirm that required recommendations (teacher evaluations, and counselor's report), transcripts, entrance exam scores and other forms have been sent and/or received. Also make sure that you have paid the required application fee or have sent in a fee waiver.

Many colleges automatically review students for merit scholarships. Some colleges require additional applications and essays. Check the college's website for deadlines and relevant information.

Check with each school to see when it is appropriate to apply for housing. Some schools allow students to apply for housing as soon as their application is complete and others will not allow you to apply for housing until after you have been offered admission.

If you are applying for financial aid, be sure to complete the required forms and applications, such as the FAFSA (no fee) and CSS Financial Aid Profile (fee, but waived if the student used a CollegeBoard fee waiver). The FAFSA is an essential part of being eligible for state and federal grants. You also cannot obtain a federal student loan without filling out a FAFSA. Many schools have specific financial aid deadlines. Usually this information is available on the college's website. However, sooner is always better than later when it comes to financial aid. It is also best to use the Data Retrieval Tool (DRT) to link your income taxes to the FAFSA.

Students may be chosen for verification. In this instance, students will need to request a tax transcript for the IRS. To request a tax transcript, go to: <https://www.irs.gov/individuals/get-transcript>.

Finally, some colleges and universities offer, suggest, or require interviews. These interviews may take place on-campus or in the applicant's local area. Often the applicant is required to take specific steps to schedule the interview. If interviews are offered, check the school's website for deadlines and specific requirements.

Some colleges require auditions or portfolio reviews for certain programs. Be sure to check if your major requires this. If so, follow deadlines and directions on how to schedule these sessions.

Check List

- 1. Application Fee**
- 2. Teacher Evaluations, Counselor's Report, Recommendations (if applicable)**
- 3. Transcript**
- 4. Entrance Exams (if applicable – SAT, ACT, and SAT II Subject Tests)**
- 5. Interview/Audition/Portfolio Review (if applicable)**
- 6. Housing Form (if applicable)**
- 7. Financial Aid Forms (if applicable)**
- 8. Scholarship Forms and Applications**
- 9. Other Forms (i.e. – international, performing arts)**