

College Application Tracker

This chart is designed to help students make sure they have completed all steps in the college application process. While it includes the most common steps in the application process, please note that some colleges may require even more. Always research each college to be sure you have submitted any and all requirements to that university.

	College 1	College 2	College 3	College 4	College 5
Activity					
Applications					
Application Due Date					
Application Type (Common App, Direct to Institution, Coalition)					
Application Submitted (Date)					
BHS Related Application Activities (ie Letters of Recommendation)					
Linked Naviance with Common App					
Requested Letters of Recommendation through Naviance					
Requested Letter of Recommendation to Teacher 1					
Requested Letter of Recommendation to Teacher 2					
Requested Letter of Recommendation to Counselor					
Submitted Transcript Request Form to Counselor					
Completed Thank You Notes					
Financial Aid					
Submitted FAFSA					
Additional Financial Aid forms required by college, if necessary (ie CSS Profile)					
Additional					
Sent Test Scores (ie SAT)					
Submitted Additional Documents to college, if necessary					
Confirmation					
Confirmed College Receipt (May take a couple of weeks)					