

Rule # 1: KEEP COPIES OF EVERYTHING!

If you're sending applications or other important documents by mail, consider sending them return receipt requested. (Usually less than \$5.00 at the Post Office – UPS and FedEx can provide tracking for \$10-\$15.) This will let you know exactly when the school received your documents and who signed for them.

Help ensure your letters of recommendation arrive on time by providing those writing the letters with stamped, addressed envelopes. You might also want to stick a Post It note on the front with the deadline written on it in big letters. (As big as you can get on a Post It note...)

In almost all situations you should avoid waiting until the last minute to complete a task. The earlier you begin various tasks, the more time you will have to solve any problems that arise before the deadline arrives.

You should do one of these checklists for each school you are considering. Not all items will apply to every school, while for some schools there may be requirements not listed.

School: _____

Website: _____

Admission Office Mailing Address: _____

Admission Office Telephone Number: _____

Item	Deadline	Sent/Completed
• Admission application	_____	_____
• High school transcript	_____	_____
• Letters of recommendation	_____	_____
• Entrance essay (if necessary)	_____	_____
• Housing Application	_____	_____
Tests		
• ACT scores	_____	_____
• SAT scores	_____	_____
• Other _____	_____	_____
Fees and deposits		
• Application	_____	_____
• Housing	_____	_____
• Enrollment	_____	_____
• Other _____	_____	_____
• Miscellaneous items	_____	_____