

# College Application Timeline and Checklist

Dear [Applicant's Name],

## Application Timeline

- **Senior Year: Fall Semester**
  - Research colleges and create a list of potential schools
  - Attend college fairs and information sessions
  - Request recommendation letters from teachers
  - Begin drafting personal statement and essays
- **October**
  - Finalize college list
  - Take standardized tests (SAT/ACT) if necessary
- **November**
  - Submit early action/early decision applications
  - Complete and submit the FAFSA
- **December**
  - Finish remaining applications
  - Follow up on recommendation letters
- **January - March**
  - Check application status and confirm receipt
  - Prepare for interviews if applicable
- **April**
  - Receive acceptance letters and financial aid offers
  - Make a decision and notify colleges

## Application Checklist

1. Completed application forms for each college
2. Personal statement/essays
3. Official high school transcripts
4. Standardized test scores (if required)
5. Recommendation letters
6. Application fees
7. Portfolio (if required for your major)

Best of luck with your college applications!

Sincerely,  
[Your Name]  
[Your Position]  
[Your Institution]