

# College Application Calendar

Working through the college application process can seem like a mind-boggling task. What needs to be done, and when? Use this calendar to get an overview of where you should be in the college application process.

## Before your Senior Year

- Visit colleges that interest you. Call ahead for the campus tour schedule. Schedule an on-campus interview with an admissions representative.
- Finalize your list of colleges. Be sure your list includes "safe" schools, as well as "reach" and "realistic" schools. Request college applications and informational packets. Organize materials into separate files by college.
  - "Safe" schools are schools which you are confident of being admitted.
  - "Realistic" schools are schools you would like to attend and to which you believe you are likely to be admitted.
- Keep a college calendar of all admission deadlines for any schools which you think you may be interested.
- If you plan on competing in Division I or Division II college sports and want to be eligible to be recruited by colleges, you must register with the NCAA Initial Eligibility Clearinghouse. Contact Mr. Appier to send your junior transcripts to the NCAA and NAIA.
- If you took AP® Exams in May, you will receive your AP Grade Reports in July.
- Register early for fall SAT® tests.

## September

- Your mentor will play a big role in helping you get into college, so keep him or her informed. Meet to talk about your college plans and review your transcript.
- Get started on your applications right away if you plan to apply through an Early Decision or Early Action program. Deadlines for early applications tend to fall in October or November.
- Start working on your college essays. Write essays that focus on your experiences and make you stand out from the crowd.
- Update your resume—your list of accomplishments, involvements, and work experiences—with your senior year activities. Your resume will help you complete your applications and essays.

## October

- Ask your principal, teachers, and coaches or employers for letters of recommendation. Give them plenty of time to meet your deadlines. Make sure Mr. Appier receives a copy of all "to whom it may concern" recommendation letters so they can be sent with your credentials to potential admissions offices and coaches.
- If you are applying under an Early Decision or Early Action program, be sure to get all forms in as soon as possible. Applying online might be the right option for you.

## **November**

- Submit early decision and early action applications on time.
- Work hard at completing your college essays. Proofread them rigorously for mistakes.
- Follow up with your teachers to ensure that letters of recommendation are sent on time to meet your deadlines.
- Mail applications as early as possible for colleges with rolling deadlines (admission decisions are made as applications are received).
- Take SAT and/or ACT tests. Make sure your scores are sent to each one of your colleges.

## **December**

- Try to complete your college applications before winter break. Make copies of each application before you send it.
- Take SAT tests. Make sure your scores are sent to each one of your colleges.
- Early Decision and Early Application responses arrive this month.

## **January**

- Early Decision and Early Application responses arrive this month.
- Some colleges include your first-semester grades as part of your application folder. This is called the mid-year grade report. They normally become available after

## **February**

- Contact your colleges and confirm that all necessary application materials have been received.
- If you plan on competing in NCAA Athletics, register with the NCAA Clearinghouse at <http://www.eligibilitycenter.org/>
- Don't get senioritis! Colleges want to see strong second half grades.

## **March**

- Some admissions decisions arrive this month. Read everything you receive carefully, as some of it may require action on your part.

## **April**

- Many admissions decisions and financial aid award letters arrive this month. Read everything you receive carefully, as some of it may require action on your part.
- Make a final decision, and mail the enrollment form and deposit check to the school you select before May 1 (the enrollment deadline for many schools).
- Notify each of the schools to which you were accepted that you will not be attending in writing so that your spot can be freed up for another student.
- On the waiting list? Contact the admissions office and let them know of your continued interest in the college and update them on your spring semester grades and activities.

## **May**

- AP Exams are administered. In 2015, AP Exams are scheduled for May 4-15. Make sure your AP Grade Report is sent to your college.

- Study hard for final exams. Most admission offers are contingent on your final grades.
- Thank your counselor, teachers, coaches, and anyone else who wrote you recommendations or otherwise helped with your college applications.

### **June**

- Request your final transcript to be sent to your college choice.
- If you plan on competing in Division I or Division II college sports, remind us to send your final transcript to the NCAA Initial Eligibility Clearinghouse.

### **Summer**

- Make travel plans. Book early for the best prices.
- Finalize your housing plans.
- Shop for items you will need in college.
- Make sure to sign up for first-year orientation.
- Plan your first-semester courses with an eye towards eventually selecting your college major.

**This calendar is only a general guide and will not apply to all colleges. Consult application materials, admission offices, and institution websites for the specific requirements and deadlines for each of your colleges. For more information please visit [www.collegeboard.com](http://www.collegeboard.com).**