

College Application Checklist

Use this checklist along with the tools on CollegeInColorado.org to go at your own pace during the application process.

□ Create or update your account on CollegeInColorado.org.

Narrow Down Your Options

□ Not sure about a major? Use **Explore Programs and Majors** on CollegeInColorado.org.

□ Explore career options and take the **Career Cluster Survey**.

Narrow Down Your College Search

□ Take virtual campus tours.

□ Use the **School Finder**.

□ Look at side-by-side comparisons of colleges.

□ Use the **College Matching Assistant**.

□ Review college admission requirements and checklists.

□ Order your transcripts – make sure to follow your school's procedures.

- You will need to know which colleges you plan on applying to.

Letters of Recommendation

□ Read the **How to Request Letters of Recommendation** worksheet.

□ Use the checklist to prepare before you ask for the letters.

□ Fill out the **All About Me** worksheet.

□ Review college requirements for letters of recommendation.

□ Look at sample letters.

□ Update your resume using the **Resume Builder** on CollegeInColorado.org.

□ Distribute letters of recommendation requests– give your teachers time to complete the letters.

Letters of Recommendation (continued)

□ Write thank you notes to the teachers and others who helped you.

Use the Practice Application Form to Prepare

□ Fill out the **Personal Information** section.

□ Fill out the **Educational Information** section.

□ Fill out the **High School Coursework** section.

□ Fill out the **Enrollment** section.

□ Fill out the **Tuition Classification and Contact Information** section (you'll need your parent's help).

Prepare Your Essay and Personal Statement

□ Read **How do you begin writing?**

□ Review the dos and don'ts of personal essays.

□ Check out samples essays.

□ Use the **Prepare First** worksheet before your start writing.

□ Start writing your essay or personal statement using the **Get Ready to Write** worksheet.

□ Don't forget to have someone proof your essay and statement.

□ APPLY!

After You Apply

□ Review the **I Applied. Now What?** worksheet.