YOUR COLLEGE APPLICATION CHECKLIST



Thinking about applying to a community college or four-year university? Start checking these to-dos off your list to stay organized and keep your applications on track — one step at a time.

- [ ] **Make a list of colleges you're interested in** and research programs that fit your goals.
- [ ] **Keep track of application deadlines, requirements and fees** for each college so you know what's due and when.
- [ ] **Create your application accounts** and save your login information somewhere secure.
- [ ] **Complete your FAFSA if you haven't yet**. (It's the first step to unlocking scholarships like the Michigan Achievement Scholarship.)
- [ ] **Request your high school transcript.**
- [ ] **Ask teachers or counselors for recommendation letters**, if required.
- [ ] **Gather other application materials.** (This could include test scores and other information.)
- [ ] **Write your personal statement or supplemental essays**, if required. (Be sure to tailor each one to the school and essay prompt.)
- [ ] **Complete each application fully.**
- [ ] **Review your application** and materials to make sure everything looks good.
- [ ] **Submit your application** before the deadline.
- [ ] **Pay application fees or request a fee waiver**. (Many schools offer help paying for the application. Don't let a fee keep you from applying.)
- [ ] **Check your email and applicant portals** to make sure your application and materials were received.
- [ ] **Submit any additional materials** requested by the college, if needed.
- [ ] As acceptances come in, **consider which college is the best fit**.
- [ ] **Choose your college!**

YOU'VE GOT THIS!

Scan to learn more about the Michigan Achievement Scholarship.

Mi.gov/Achievement

MI Student Aid | MiLEAP Michigan Department of Lifelong Education, Advancement, and Potential

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