

	Date	Completed?
<i>Name of college and major:</i>		
Main Application		
Downloaded ApplyTexas? (www.applytexas.org)		
First day to submit application?		
Priority* deadline to submit application?	March 1	
Final deadline to submit application?		
Included student clubs, honor societies, service learning, and other extracurricular activities?		
Wrote draft essays/statements?		
Essays proofed by at least two people you know? Name _____ Name _____		
Date submitted college application (including essays/statements) and paid application fee?		
Date received by college?		
Printed out copies for your files?		
Department or Major		
Downloaded or requested paper copy?		
First day to submit application?		
Deadline to submit application?		
Wrote draft essays/statements?		
Essays proofed by at least two people you know? Name _____ Name _____		
Completed final essays/statements?		
Department/major application submitted (including essays/statements)?		
Received by your department?		
Printed out copies for your files?		

Transcripts (Less than 30 credits to transfer)		
Official high school transcript needed?		
Deadline for receipt?		
Date you requested it to be sent?		
Date received by university?		
GED, CHSPE, or other high school equivalencies to be submitted?		
If yes, date you requested it be sent?		
Date received by university?		
Community College Attended (More than 30 credits to transfer)		
Deadline for receipt of official transcripts?		
Transcript needed from current school and any other colleges attended?		
Name of school and date submitted		
Date received by university?		
Date sent list of courses in progress to university?		
Certification required by university?		
If yes, date certification sent?		
Date received by university?		
Military transcripts		
Deadline for submission?		
Date received by university?		
Test Scores		
Scores needed for university?		
Date sent ____ scores (if needed)? Date received?		
Date sent ____ scores (if needed)? Date received?		
Date sent ____ scores (if needed)? Date received?		
Letters of Recommendation		
Letters of recommendation required? How many?		
Deadline date for receipt?		
Sent thank-you letters to persons giving recommendations?		
Interviews		
If required, date scheduled and name of interviewer?		

Date completed?		
Sent thank-you letters to interviewers?		
Financial Aid		
FAFSA deadline for priority financial aid?		
Priority deadline for regular financial aid?	March 15	
Final deadline for regular financial aid?		
Date applied for FAFSA?		
Date received FAFSA student aid report?		
Deadline of tuition payment?		
Housing application?		
Deadline date for housing?		
Date housing application received by university?		
Deadline for housing deposit?		
Child care application?		
Deadline for child care?		
Date application received?		