

Overview Checklist

- Set up a filing system. Obtain a calendar and post it where you see it every day. Enter all deadlines and events that will impact meeting those deadlines.

- Prepare an activities list for getting your letters of recommendations ready.

- Write an autobiography and career goal essays on a word document so that you can customize them for each application.

- Secure letters of recommendation. Include the activities list in your request. Use the personal recommendation form to complete the process.

- Review your transcript for accuracy and request a copy for scholarship applications.

- Take the SAT or ACT (recommend taking both) in plenty of time to include results to the colleges you apply for.

- Select and apply to schools. Make your final choice and secure student housing.

- Prepare the Free Application for Federal Aid (FAFSA). This year's tax return for yourself and your parents will need to be completed early in January. (Keep Copies)

- Apply for the Alaska Student Loan as soon as the applications arrive if you need to. (Keep copies)

- Apply for every scholarship that you qualify for. Follow the directions, make sure you meet deadlines. (Keep Copies)

As you complete the items on this sheet, check them off and date them. Deadlines will be critical if you want to have choices.