



STEP ONE: GET READY

Instructions: Every college application is an opportunity to share your story with college admissions officers and ensure they have all the best information to make an admissions decision. Use this sheet to begin thinking about your unique experiences, your purpose for applying, and your passions. After completing, turn this sheet in to your college counselor to help build letters of recommendations.

COMPLETE THIS SECTION BY:

Comment [CP1]: Counselors, add a date here. We recommend students complete this section during junior year.

ABOUT ME

Name:

My academic strengths are:

☐ English ☐ Math ☐ Science ☐ History ☐ Fine Arts ☐ Foreign Language ☐ Technology

Something else?

List three (3) words you would use to describe yourself, and explain each with a few sentences.

Comment [RP2]: Counselors, keep in mind that you can modify this section to include questions best suited for each student. Consider including the following questions:

- What are some non-traditional skills that you have that make you unique?
- How would you describe yourself as a leader?
- Describe an accomplishment that has had an impact on your life.

What adjectives would your teachers use to describe you?

Which teachers know me the best? Which teachers could speak to my interests and abilities?

Describe an instance where an article/book/play caused you to change your way of thinking.

What in-school activities do you enjoy the most? Why?



Which high school classes excite you?
What is your proudest academic accomplishment during high school?
What is your proudest personal accomplishment?
Which talents make you stand out?
Describe your most meaningful community service experience.
What do you hope to accomplish after high school graduation?
What potential careers really excite you?



STEP TWO: DRAFT YOUR APPLICATION TEAM

Instructions: Getting in to college may feel like it's just about you. But, in fact, you'll have the support of your KTC counselor and other teachers as you apply. On this document, plan who you'll ask for help and when. Remember, your application should be completed by Thanksgiving.

COMPLETE THIS SECTION BY:

Comment [CP3]: Counselors, add a date here. We recommend students complete this section by end of junior year.

Letters of Recommendation Writers	
I'll ask: 	Ask them by: June 30 Collect all letters by: October 15
★PRO-TIP Search "college recommendations" on the college board site to find tips for asking for and getting great recommendations. https://bigfuture.collegeboard.org/	
Personal Statement Reviewers	
I'll ask: 	Ask them by: June 30 Send draft by: September 15 Collect feedback by: November 1
★PRO-TIP Use the Story2college toolkit to craft your unique story. Find it at: http://story2.com	
Application Readers	
I'll ask: 	Ask them by: October 15 Ask for their input by: November 15



STEP THREE: GET ORGANIZED

Instructions: College applications can seem daunting but you'll begin to learn that many applications ask for the same information. In this section, organize the info that you'll use most often.

COMPLETE THIS SECTION BY:

Comment [CP4]: Counselors, add a date here. We recommend that students fill this section out by **August 15**.

Comment [CP5]: Counselors, you can fill this out to save each student time.

HIGH SCHOOL INFO		
School Mailing Address:		Counselor Info:
Fax Number:		School Website:
High School CEEB Code:		# Students in Graduating Class:

MY INFO	
My Mailing Address:	My Physical Address (if different than mailing):
My Email: <i>(The one you check most often.)</i>	Parent/Guardian's Email Address:
My Social Security Number: <i>(optional)</i>	Home Phone and/or Parent/Guardian Cell Phone:

MY NUMBERS					
WEIGHTED GPA (Mid-Junior Year)		ACT Test Date		OTHER	
UNWEIGHTED GPA (Mid-Junior Year)		ACT Test Date		OTHER	
WEIGHTED Cumulative GPA (End of Junior Year)		SAT: Test Date		OTHER	
UNWEIGHTED Cumulative GPA (End of Junior Year)		SAT Test Date		OTHER	



KIPP: THROUGH COLLEGE

PASSWORDS TO REMEMBER

FAFSA

COLLEGE APPLICATION PASSWORDS

[illegible]

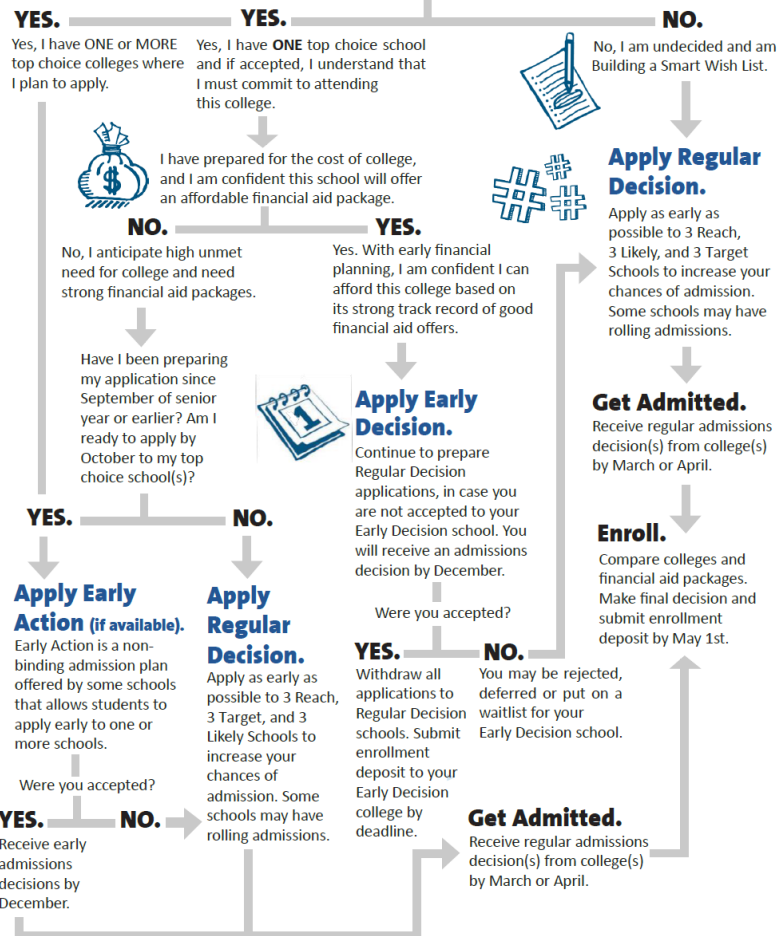


STEP FOUR: DECIDE WHEN YOU'LL APPLY

Instructions: It may be advantageous for you to apply “Early Decision” or “Early Action” at some colleges. Both require you to submit earlier and both are weighed differently than “regular decision” applications. You can only apply to one college as “Early Decision.” Use this chart to help you decide.

COMPLETE THIS SECTION BY:

START HERE



Comment [CP6]: Counselors, add a date here. We recommend filling this section out by September 30.

Based on the tree, I will apply:

Early Decision	Early Action	Regular Decision
School:	School:	
Deadline:	Deadline:	



STEP FIVE: TRACK PROGRESS

Instructions: Use these pages to organize a checklist for every school on your wish list. As a reminder, we recommend applying to at least 3-3-3. That's 3 likely, 3 target, and 3 reach schools.

Comment [CP7]: (This may be adjusted for students with low academic profiles).

Comment [CP8]: Counselors, add a date here. We recommend completing as soon as senior wish lists are complete on **August 30**.

REACH APPLICATIONS			
Fill in the details for every likely school you'll apply to. Complete by: _____			
College Name			
College Website			
Likely, Target, or Reach?	Reach	Reach	Reach
My Admissions Contact			
Admissions Office Phone			
Financial Aid Office Phone			
Application Deadline			
My Application ID			
Application Password			
Now, check off each component as it is completed. Complete all steps by: _____ After submitting your application, bring this completed form to your next check in. _____			
Online application started	☐ by September 15	☐ by September 15	☐ by September 15
Send ACT scores	☐ Date sent:	☐ Date sent:	☐ Date sent:
Request official transcripts	☐ by September 15	☐ by September 15	☐ by September 15
Submit official transcripts	☐ by October 31	☐ by October 31	☐ by October 31
Fee sent	☐ by Thanksgiving	☐ by Thanksgiving	☐ by Thanksgiving
RECOMMENDATIONS			
Number required (may be 0)			
Request recommendations	☐ by September 15	☐ by September 15	☐ by September 15
Send thank yous	☐ by November 19	☐ by November 19	☐ by November 19

Comment [CP9]: Counselors, add a date here. We recommend setting an early deadline of **Thanksgiving**.



ESSAYS			
Number required (may be 0)			
KTC counselor and/or teacher proofread my essays	☐ by October 15 Reader, initial here:	☐ by October 15 Reader, initial here:	☐ by October 15 Reader, initial here:
Final essays submitted	☐ by November 15	☐ by November 15	☐ by November 15
Final Application Submitted	☐ Date sent:	☐ Date sent:	☐ Date sent:
Submit this form to counselor	Counselor, sign here:	Counselor, sign here:	Counselor, sign here:
After applications are submitted, track key milestones for financial aid. Complete by: <i>As you complete, bring this updated tracker to each check in.</i>			
FINANCIAL AID			
Create a list of college-specific scholarships	☐ by September 30	☐ by September 30	☐ by September 30
Apply for college specific-scholarships	☐	☐	☐
Select this college on FAFSA	☐ by January 31	☐ by January 31	☐ by January 31
Complete CSS Profile (if needed)	☐ by February 15	☐ by February 15	☐ by February 15
Correct FAFSA with updated taxes	☐ by March 20	☐ by March 20	☐ by March 20
After applications are submitted, track key milestones for enrollment. Complete by: <i>As you complete, bring this updated tracker to each check in.</i>			
NEXT STEPS FOR ENROLLMENT			
Receive admissions letter	☐	☐	☐
Receive financial aid offer	☐	☐	☐
Analyze financial aid offers with KTC counselor	☐ Date:	☐ Date:	☐ Date:
Submit financial aid appeal (if needed)	☐	☐	☐
Notify colleges if you will attend or not	☐ by April 29	☐ by April 29	☐ by April 29



TARGET APPLICATIONS			
Fill in the details for every likely school you'll apply to. Complete by: _____			
College Name			
College Website			
Likely, Target, or Reach?	Target	Target	Target
My Admissions Contact			
Admissions Office Phone			
Financial Aid Office Phone			
Application Deadline			
My Application ID			
Application Password			
Now, check off each component as it is completed. Complete all steps by: <i>After submitting your application, bring this completed form to your next check in.</i> _____			
Online application started	☐ by September 15	☐ by September 15	☐ by September 15
Send ACT scores	☐ Date sent:	☐ Date sent:	☐ Date sent:
Request official transcripts	☐ by September 15	☐ by September 15	☐ by September 15
Submit official transcripts	☐ by October 31	☐ by October 31	☐ by October 31
Fee sent	☐ by Thanksgiving	☐ by Thanksgiving	☐ by Thanksgiving
RECOMMENDATIONS			
Number required (may be 0)			
Request recommendations	☐ by September 15	☐ by September 15	☐ by September 15
Send thank yous	☐ by November 19	☐ by November 19	☐ by November 19
ESSAYS			
Number required (may be 0)			

Comment [CP10]: Counselors, you can add a date here. We recommend completing as soon as senior wish lists are complete on **August 30**.

Comment [CP11]: Counselors, add a date here. We recommend setting an early deadline of **Thanksgiving**.



KTC counselor and/or teacher proofread my essays	☐ by October 15 Reader, initial here:	☐ by October 15 Reader, initial here:	☐ by October 15 Reader, initial here:
Final essays submitted	☐ by November 15	☐ by November 15	☐ by November 15
Final Application Submitted	☐ Date sent:	☐ Date sent:	☐ Date sent:
Submit this form to counselor	Counselor, sign here:	Counselor, sign here:	Counselor, sign here:
After applications are submitted, track key milestones for financial aid. Complete by: <i>As you complete, bring this updated tracker to each check in.</i>			
FINANCIAL AID			
Create a list of college-specific scholarships	☐ by September 30	☐ by September 30	☐ by September 30
Apply for college specific-scholarships	☐	☐	☐
Select this college on FAFSA	☐ by January 31	☐ by January 31	☐ by January 31
Complete CSS Profile (if needed)	☐ by February 15	☐ by February 15	☐ by February 15
Correct FAFSA with updated taxes	☐ by March 20	☐ by March 20	☐ by March 20
After applications are submitted, track key milestones for enrollment. Complete by: <i>As you complete, bring this updated tracker to each check in.</i>			
NEXT STEPS FOR ENROLLMENT			
Receive admissions letter	☐	☐	☐
Receive financial aid offer	☐	☐	☐
Analyze financial aid offers with KTC counselor	☐ Date:	☐ Date:	☐ Date:
Submit financial aid appeal (if needed)	☐	☐	☐
Notify colleges if you will attend or not	☐ by April 29	☐ by April 29	☐ by April 29



LIKELY APPLICATIONS			
Fill in the details for every likely school you'll apply to. Complete by: _____			
College Name			
College Website			
Likely, Target, or Reach?	Likely	Likely	Likely
My Admissions Contact			
Admissions Office Phone			
Financial Aid Office Phone			
Application Deadline			
My Application ID			
Application Password			
Now, check off each component as it is completed. Complete all steps by: After submitting your application, bring this completed form to your next check in. _____			
Online application started	☐ by September 15	☐ by September 15	☐ by September 15
Send ACT scores	☐ Date sent:	☐ Date sent:	☐ Date sent:
Request official transcripts	☐ by September 15	☐ by September 15	☐ by September 15
Submit official transcripts	☐ by October 31	☐ by October 31	☐ by October 31
Fee sent	☐ by Thanksgiving	☐ by Thanksgiving	☐ by Thanksgiving
RECOMMENDATIONS			
Number required (may be 0)			
Request recommendations	☐ by September 15	☐ by September 15	☐ by September 15
Send thank yous	☐ by November 19	☐ by November 19	☐ by November 19
ESSAYS			
Number required (may be 0)			
KTC counselor and/or teacher	☐ by October 15	☐ by October 15	☐ by October 15

Comment [CP12]: Counselors, add a date here for students. We recommend completing as soon as senior wish lists are complete on **August 30**.

Comment [CP13]: Counselors, add a date here. We recommend setting an early deadline of Thanksgiving.



proofread my essays	Reader, initial here:	Reader, initial here:	Reader, initial here:
Final essays submitted	☐ by November 15	☐ by November 15	☐ by November 15
Final Application Submitted	☐ Date sent:	☐ Date sent:	☐ Date sent:
Submit this form to counselor	Counselor, sign here:	Counselor, sign here:	Counselor, sign here:
After applications are submitted, track key milestones for financial aid. Complete by: <i>As you complete, bring this updated tracker to each check in.</i>			
FINANCIAL AID			
Create a list of college-specific scholarships	☐ by September 30	☐ by September 30	☐ by September 30
Apply for college specific-scholarships	☐	☐	☐
Select this college on FAFSA	☐ by January 31	☐ by January 31	☐ by January 31
Complete CSS Profile (if needed)	☐ by February 15	☐ by February 15	☐ by February 15
Correct FAFSA with updated taxes	☐ by March 20	☐ by March 20	☐ by March 20
After applications are submitted, track key milestones for enrollment. Complete by: <i>As you complete, bring this updated tracker to each check in.</i>			
NEXT STEPS FOR ENROLLMENT			
Receive admissions letter	☐	☐	☐
Receive financial aid offer	☐	☐	☐
Analyze financial aid offers with KTC counselor	☐ Date:	☐ Date:	☐ Date:
Submit financial aid appeal (if needed)	☐	☐	☐
Notify colleges if you will attend or not	☐ by April 29	☐ by April 29	☐ by April 29