



UNIVERSITY CHECKLIST

Having a list of important tasks to complete for each college application will make the application process go smoothly and help you meet deadlines.

Plan

	Uni Name	Application portal	Deadline	Test requirements	Scholarships	Tuition fees	Essays
1							
2							
3							
4							
5							

Notes:

Grades

Attach transcripts for grades 9, 10, 11 & 12. Which unis require which grades, check all that require.

Uni name	G9 scores	G10 scores	G11 scores	G12 scores	Notes

Notes:

Test requirements and scores

Track your admission tests and scores depending on Universities you've chosen. Write the cut off score necessary under each category and track the score you received.

Uni Name	SAT	IELTS	UKCAT/ BMAT	Other tests?	Score

Notes:

Recommendation letters

Recommendation letters should be requested from your subject teachers for universities, please choose 3 teachers that can be relevant to your chosen major to write you a recommendation.

Teacher name	Check list	Notes

Notes:

Essays and writing supplements

When applying to universities, most schools will ask for an essay, writing supplements, and/or a Resume. Please check the requirement for each university to get an overview of your requirements.

University name	Application Essay	Questions/writing supplements	Resume/ CV	Notes

Notes:

Application

Keep track of your applications and check the ones you will apply through to track your progress and requirements.

Application type	Check the box	Track Progress & Notes
UCAS		
Common App		
OUAC		
Independent Application		

Notes:

Interviews

Many universities will require an interview as part of their application process or as an admission requirement, use the table to track the requirement and record your date/time of interview.

University Name	Interview Required	Date/time of interview

Notes:

Scholarships

Several universities provide students with plenty of scholarship opportunities, track the universities that offer scholarships and track their application process, is it an independent application?

University Name	Scholarship Name	Application	Requirements

Notes:

Track your offers

Track your offers from universities and record any deadlines for your reply to your offers here:

University name	Offer	Reply deadline	Notes

Notes: