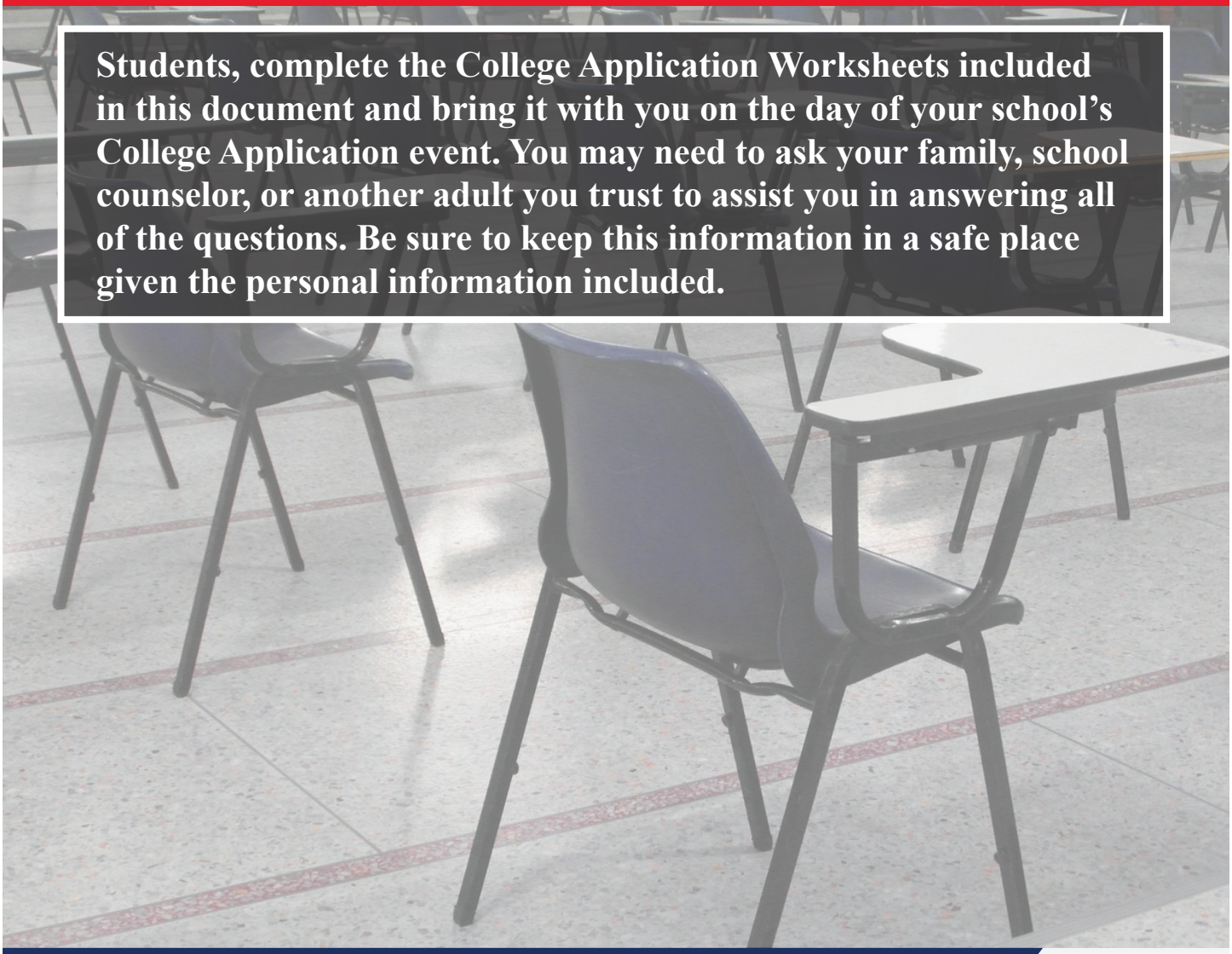
COLLEGE APPLICATION WORKSHEET

PLAN TO APPLY

A tool to help students plan for and complete college application forms.

A STUDENT RESOURCE GUIDE

ACAC
American College Application Campaign
ACT® Center for Equity in Learning



Students, complete the College Application Worksheets included in this document and bring it with you on the day of your school's College Application event. You may need to ask your family, school counselor, or another adult you trust to assist you in answering all of the questions. Be sure to keep this information in a safe place given the personal information included.

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NARROW YOUR LIST

Prior to participating in your school's College Application event, you should do some research on the schools to which you plan to apply and learn what each school requires in their application. As you narrow down your list, we recommend applying to at least four colleges: two best fit, one "reach" school, and one safety school. Our College Research Worksheet can help you determine your final list of where to apply. Use the worksheet on the following page to keep track of the information you learn during your research on your top four colleges and universities.

ABOUT ESSAYS AND PERSONAL STATEMENTS

It is strongly recommended that you write your essays and personal statements well in advance of your school's College Application event. Your English teacher, school counselor, and other adults you trust are good resources to assist you in getting your essays to a final version. You should bring a final, proofed, electronic copy of your essays and/or personal statements on a flash drive to the event. If flash drives are not allowed on your school computers, talk to your school counselor before the College Application event about how you can access these documents while applying.

TOP FOUR COLLEGES AND UNIVERSITIES WHERE YOU PLAN TO APPLY

1. NAME OF COLLEGE:

1) Is an essay or personal statement required to apply? ☐ Yes ☐ No

2) Deadline date for application: _____ / _____ / _____

3) Cost to apply: $_____ 4) Payment options accepted: _____

5) ACT required? ☐ Yes ☐ No 6) SAT required? ☐ Yes ☐ No

7) Recommendation letter required? ☐ Yes ☐ No

8) Deadline date for scholarship or institutional financial assistance: _____ / _____ / _____

9) Notes

2. NAME OF COLLEGE:

1) Is an essay or personal statement required to apply? ☐ Yes ☐ No

2) Deadline date for application: _____ / _____ / _____

3) Cost to apply: $_____ 4) Payment options accepted:_____

5) ACT required? ☐ Yes ☐ No 6) SAT required? ☐ Yes ☐ No

7) Recommendation letter required? ☐ Yes ☐ No

8) Deadline date for scholarship or institutional financial assistance: _____ / _____ / _____

9) Notes

TOP FOUR COLLEGES AND UNIVERSITIES WHERE YOU PLAN TO APPLY

3. NAME OF COLLEGE:

1) Is an essay or personal statement required to apply? ☐ Yes ☐ No

2) Deadline date for application: _____ / _____ / _____

3) Cost to apply: $_____ 4) Payment options accepted: _____

5) ACT required? ☐ Yes ☐ No 6) SAT required? ☐ Yes ☐ No

7) Recommendation letter required? ☐ Yes ☐ No

8) Deadline date for scholarship or institutional financial assistance: _____ / _____ / _____

9) Notes:

4. NAME OF COLLEGE:

1) Is an essay or personal statement required to apply? ☐ Yes ☐ No

2) Deadline date for application: _____ / _____ / _____

3) Cost to apply: $_____ 4) Payment options accepted:_____

5) ACT required? ☐ Yes ☐ No 6) SAT required? ☐ Yes ☐ No

7) Recommendation letter required? ☐ Yes ☐ No

8) Deadline date for scholarship or institutional financial assistance: _____ / _____ / _____

9) Notes:

GATHER YOUR PERSONAL INFORMATION

TEST SCORES

Many four-year colleges will request your college admissions test (ACT or SAT) scores. Use the space below to list the scores for tests you have already taken. If you have not yet taken the ACT or SAT and the school(s) you are applying to require them, speak with your school counselor about upcoming test dates – you will need to take at least one of these college entrance exams soon! Most colleges will also require an "official" score that is sent by ACT (ACT scores) or College Board (SAT scores). Talk with your school counselor about how to do this.

ACT	
Test #1: Date Taken: _____ / _____ / _____	Test #2: Date Taken: _____ / _____ / _____
Total Score:	Total Score:
Critical Reading Score:	Critical Reading Score:
Mathematics Score:	Mathematics Score:
Science Score:	Science Score:
Writing Score:	Writing Score:
SAT	
Test #1: Date Taken: _____ / _____ / _____	Test #2 Date Taken: _____ / _____ / _____
Total Score:	Total Score:
Critical Reading Score:	Critical Reading Score:
Mathematics Score:	Mathematics Score:
Writing Score:	Writing Score:

EXTRA-CURRICULAR ACTIVITIES

Some applications request information related to the activities that you participate in outside of your high school classes. This could include clubs, organizations or any other activity that you want to share with the college. List your activities below, including the year(s) you participated and if you held a position or received an award related to the activity.

ACTIVITY 1	ACTIVITY 4
Years Participated:	Years Participated:
Leadership position held:	Leadership position held:
Awards:	Awards:
ACTIVITY 2	**ACTIVITY 5**
Years Participated:	Years Participated:
Leadership position held:	Leadership position held:
Awards:	Awards:
ACTIVITY 3	**ACTIVITY 6**
Years Participated:	Years Participated:
Leadership position held:	Leadership position held:
Awards:	Awards:

PERSONAL INFORMATION

Many colleges will ask you to provide information related to your residency and citizenship. You may need to provide the following information when completing your application. If you are uncertain about an answer, your parent or guardian may be able to help.

PERSONAL INFORMATION WORKSHEET

1) Your Social Security Number (SSN #): ___ ___ ___ ___ ___ ___ ___ ___ ___

(This is needed to get your FSA ID. Some College Application events will provide time for you to do this after you apply to college.)

It is critical that you keep this information safe and private.

2) Place of Birth:

City: _____ State: _____

Country: _____

3) County of Residency: _____

4) Have you ever lived outside of your current state residence? ☐ Yes ☐ No

If yes, how many years have you lived in this state? _____

When did you move to this state? (this may be your birthdate) _____

5) Provide your address(es) for where you have lived the last five years.

Address 1: _____

Address 2: _____

Address 3: _____

6) Citizenship Status (circle one)

US citizen Permanent Resident Alien Nonresident Alien Other

7) Did your parent(s)/guardian(s) pay state income taxes last year? ☐ Yes ☐ No

If Yes, in which state? _____

8) Do you have a parent or guardian who is currently on active duty in the military? ☐ Yes ☐ No

9) Employment Information: List any employment you have held for the last two years, including dates. It would be good to include volunteer information here as well:

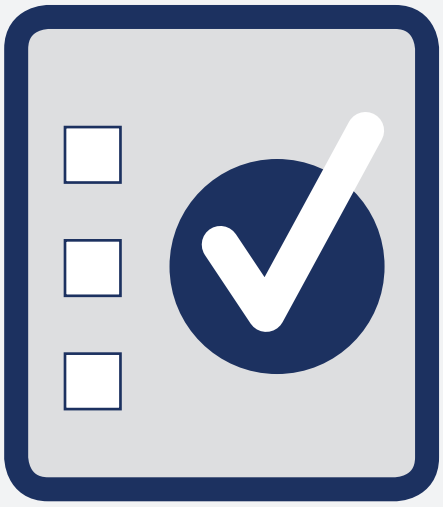
Employer: Employer:

Employer: Employer:

Employer: Employer:

COLLEGE APPLICATION INFORMATION

Many colleges will ask for information regarding your college plans. You may be asked what subject area you intend to major in and for which term you are applying. Be sure to do research prior to your school's College Application event regarding whether the colleges you are interested in have the major you want to study. If you do not know what you want to study, that's okay! You can work with your school counselor while you are still in high school to do career exploration. My ACT (www.my.act.org) and College Board's Big Future (www.bigfuture.org) provide personalized college and career exploration to help. There will also be resources on college campus to assist with this as well. If you don't know the subject area in which you want to major, you can likely apply with "undecided," but do your research before the College Application event to make sure that is an option at the schools to which you plan to apply. Regardless, you can also change your major once you are enrolled in college.

YOUR INTENDED PROGRAM OR MAJOR:
TERM FOR WHICH YOU ARE APPLYING:

(NOTE: for most graduating seniors, The term will be FALL enrollment following your graduation from high school)