

**University of Chicago Collegiate Scholars Program  
College Planning Check-list**



**Twelfth Grade**

- Your “college” folder will become quite large this year, so keep it organized! Consider turning it into a box, containing separate folders for college information and pamphlets, testing documents and scores, applications, financial aid documents, essays, and planning check-lists.
- Continue taking challenging courses and work hard in them. Your performance senior year shows admissions staff that you can go on to succeed in college.
- Register for the SAT Reasoning Test, SAT Subject Tests, or to re-take the ACT if you would like. Don’t forget to have the scores sent to the colleges on your list.
- Take every opportunity to visit colleges. Work with Jacqueline, call admissions offices, and find out about free fly-in programs.
- Stay involved in the activities you care about (school, community, summer). Take on a leadership role within your activities. List any leadership roles or important activities/recognitions here:

_____	_____
_____	_____

- At the end of College Countdown, and after attending the College Fair, you’ll have gathered information about colleges and spoken with representatives. Revise your list:

<b>Reach</b>	<b>In Between</b>	<b>Safety</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Keep track of admissions deadlines (early and regular) and which schools use the common application:

College	Common App?	Online App?	Deadline by which you’ll apply:
1. _____	_____	_____	_____
2. _____	_____	_____	_____

3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

➤ *Most colleges charge an application fee, but some will waive it if you cannot afford it. Talk to your guidance counselor to obtain a fee waiver, or call the college admissions office yourself to explain your financial situation.*

- Ask the teachers or adults that know you best to write your recommendation letters. Be upfront with deadlines, and don't be afraid to follow up to politely check on their status. Provide them with resource to write your recommendation letter (your personal essay, your resume, and any additional relevant information).
- Put final touches on the resume that you started in College Countdown.
- Put final touches on the personal essay you started in College Countdown.
- Set aside about a day to write any supplemental essays required by each individual college. Use your 9, 10, and 11 grade portfolios as inspiration. Have an English teacher, Jacqueline, or another adult you trust read over them.
- In January, file your income taxes with your parents. You'll want to do them early so that they are ready to use for your FAFSA. If your family does not file taxes because its income is too low, indicate that when you complete the FAFSA application. Then call each college's financial aid office to request a waiver form, which you can send instead of income tax forms.
- Submit all Financial Aid and FAFSA materials. Financial aid applications require parents' signatures. If your situation does not permit this for any reason, call the college financial aid offices to explain, and they will tell you what to do.
- Apply for as many scholarships as you can find. Use resources such as fastweb.com, and as your guidance counselor, and Jacqueline (she will send them out via the scholar newsletter). On the chart below, keep track of the ones you qualify for and their deadlines:

	Scholarship	Deadline	Completed?
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

- Keep track of admissions decisions as you hear back from college. If you are put on the waitlist or accepted, you do not need to decide right away. You have until May 1 to notify colleges of your choice. Use this chart to compare:

College Name:	Accepted/Waitlisted?	Total Costs –	Financial Aid =	Actual Cost	Your decision
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

➤ *If you are waitlisted by your first-choice college, write another letter to the admissions office, making it clear that they are your first choice and that you would attend if they accepted you. If you have any new activities or accomplishments since you sent in your application, share that as well.*

- Have questions? Reach out to CSP staff. The Manager of College Advising and Admissions, Jacqueline Gaines, is here to help! [Jgaines@uchicago.edu](mailto:jgaines@uchicago.edu)