Tips for completing college applications

**Know your deadlines**

This might be the most important point on the list, especially if you’re applying to multiple colleges. Few schools will even look at your application if it comes in after their deadline. Create an excel spreadsheet and list each college you’re pursuing with their different application deadlines. Whether you plan on submitting your application early, or your school accepts applications on a rolling admissions timeline, here are some options and types of deadlines you should become familiar with:

**Early action.**  Students submit their applications in the fall, and schools’ decisions are sent out by December. If accepted, you are not required to attend the school. Students get their college decisions early, but still can wait until “Decision Day” (typically May 1, but June 1 or later this year in light of COVID-19) to make their final choice.

**Regular decision.**  If you’re applying for the upcoming fall semester, regular decision deadlines for colleges usually extend into December, January or February. After the application deadline closes, schools will sort through their applications and send their decisions out in the springtime, typically around April. Similar to early action, you are not required to attend any of the schools that accept you on the regular decision timeline.

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\*Each college that you apply to will assign a college representative to you. Keep in contact with this person. They will email you important information about deadlines, housing, etc.

\*Remember, each college you’re applying to will potentially receive thousands of applications. If you’re really focused on one particular school and want to get ahead of the application rush, apply early. Once you make a final decision on attending a college, you must contact any other colleges you applied to and withdraw your application.