



College Organizer

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From deadlines to supplemental essay requirements to majors and clubs: organize your college list and track your application progress here.

General Info

School name _____

Visit date _____ / _____ / _____

Location _____

Admissions email(s) _____

Sport Division _____

Application Type

Common App
 Coalition App
 School App

Admission Status

Deferred
 Accepted
 Denied
 Waitlisted

Decision Plan

Early Decision I
 Early Decision II
 Early Action I
 Early Action II
 Restrictive/Single Choice
 Regular Decision

Type

Public
 Private
 Community

Size

Small
 Medium
 Large

Setting

Urban
 Rural
 Large City

Category

Reach
 Target
 Safety

Tuition & Fees

Tuition
\$ _____

Room & Board
\$ _____

Fees
\$ _____

Total
\$ _____

Financial Aid

Loan
 Scholarship

Deadlines

Application Deadline
_____ / _____ / _____

Financial Aid
_____ / _____ / _____

Number of Recommendation Requirements

Teacher _____

Counselor _____

Optional _____

Supplements

of Supplements

Interview Policy

Category

Academic Profile

AVG SAT Score

AVG ACT Score

Acceptance Rate

Grad Rate

Stu./Faculty Ratio

AVG GPA

Major/Academic Programs of Interest

Clubs/Extracurricular Programs of Interest

The activities section in your application is where you showcase your dynamic range of interests and responsibilities. Be sure to highlight leadership positions, special projects, community service, and summer experiences. Include activities from all four years of high school; colleges want to see students who demonstrate continuity and commitment to their interests. Admissions officers review the years and hours you put into your projects, the positions you held, descriptions of the organizations, and descriptions of your involvement.

Activity ____ Activity Type _____

Activity/ Organization Name _____

Position Title _____

Description _____

Timing of Participation _____

Date _____

Project/Activities _____

Action Plan/Goal _____

Activity ____ Activity Type _____

Activity/ Organization Name _____

Position Title _____

Description _____

Timing of Participation _____

Date _____

Project/Activities _____

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Activity ____ Activity Type _____

Activity/ Organization Name _____

Position Title _____

Description _____

Timing of Participation _____

Date _____

Project/Activities _____

Action Plan/Goal _____

Activity ____ Activity Type _____

Activity/ Organization Name _____

Position Title _____

Description _____

Timing of Participation _____

Date _____

Project/Activities _____

Action Plan/Goal _____

Activity ____ Activity Type _____

Activity/ Organization Name _____

Position Title _____

Description _____

Timing of Participation _____

Date _____

Project/Activities _____

Action Plan/Goal _____

Activity ____ Activity Type _____

Activity/ Organization Name _____

Position Title _____

Description _____

Timing of Participation _____

Use this organizer to keep track of your past courses and grades as well as your goals for the future!

___ Grade					
1st Trimester		2nd Trimester		3rd Trimester	
Course	Grade	Course	Grade	Course	Grade
Academic honors/awards _____					

___ Grade					
1st Trimester		2nd Trimester		3rd Trimester	
Course	Grade	Course	Grade	Course	Grade
Academic honors/awards _____					

___ Grade					
1st Trimester		2nd Trimester		3rd Trimester	
Course	Grade	Course	Grade	Course	Grade
Academic honors/awards _____					

___ Grade					
1st Trimester		2nd Trimester		3rd Trimester	
Course	Grade	Course	Grade	Course	Grade
Academic honors/awards _____					

Date _____

Course _____

Action Plan/Goal _____

Date _____

Course _____

Action Plan/Goal _____

Date _____

Course _____

Action Plan/Goal _____

Your personal essay should tell a story that gives the reader a fuller understanding of who you are. Use our topics to organize your potential ideas for this piece of your application. You should share parts of your life and anecdotes that your reader won't find on your resume or list of activities. While both the Common and Coalition Apps have specific question options, such as challenges you've faced or topics that interest you, the essay is essentially open-ended; this is your chance to get creative!

Topic Leadership roles or responsibilities

Brainstorm topic _____

Reflection _____

Insight _____

Hook _____

Additional info _____

Date

Title

Action Plan/Goal

Date

Title

Action Plan/Goal

Date

Title

Action Plan/Goal

Topic Hobbies or passions

Brainstorm topic _____

Reflection _____

Insight _____

Hook _____

Additional info _____

Your personal essay should tell a story that gives the reader a fuller understanding of who you are. Use our topics to organize your potential ideas for this piece of your application. You should share parts of your life and anecdotes that your reader won't find on your resume or list of activities. While both the Common and Coalition Apps have specific question options, such as challenges you've faced or topics that interest you, the essay is essentially open-ended; this is your chance to get creative!

Topic Aspects of your heritage, traditions, and cultural experiences

Brainstorm topic _____

Reflection _____

Insight _____

Hook _____

Additional info _____

Date

Title

Action Plan/Goal

Date

Title

Action Plan/Goal

Topic Community service experiences

Brainstorm topic _____

Reflection _____

Insight _____

Hook _____

Additional info _____

Date

Title

Action Plan/Goal

Your personal essay should tell a story that gives the reader a fuller understanding of who you are. Use our topics to organize your potential ideas for this piece of your application. You should share parts of your life and anecdotes that your reader won't find on your resume or list of activities. While both the Common and Coalition Apps have specific question options, such as challenges you've faced or topics that interest you, the essay is essentially open-ended; this is your chance to get creative!

Topic Material objects you feel hold symbolic value in your life

Brainstorm topic _____

Reflection _____

Insight _____

Hook _____

Additional info _____

Date

Title

Action Plan/Goal

Date

Title

Action Plan/Goal

Date

Title

Action Plan/Goal

Topic Unique events or adventures you've experienced

Brainstorm topic _____

Reflection _____

Insight _____

Hook _____

Additional info _____

Your personal essay should tell a story that gives the reader a fuller understanding of who you are. Use our topics to organize your potential ideas for this piece of your application. You should share parts of your life and anecdotes that your reader won't find on your resume or list of activities. While both the Common and Coalition Apps have specific question options, such as challenges you've faced or topics that interest you, the essay is essentially open-ended; this is your chance to get creative!

Topic Distinctly influential figures in your life

Brainstorm topic _____

Reflection _____

Insight _____

Hook _____

Additional info _____

Date

Title

Action Plan/Goal

Date

Title

Action Plan/Goal

Topic Personality quirks or traits

Brainstorm topic _____

Reflection _____

Insight _____

Hook _____

Additional info _____

Date

Title

Action Plan/Goal

Letters of recommendation are essential to your college application. Teachers will be writing many recommendations including yours on top of doing their jobs, so it's your job to stay ahead of deadlines and supply the necessary information for them to write glowing references. Our questionnaire will help you get the ideal recommendations!

Recommendation 1

1. Who is your college counselor? _____

2. Who else is writing for you? _____

3. Why did you choose me to write for you? _____

4. Do you recall any specific instances during our year(s) together that exemplify an academic or personal strength? _____

5. Did you grow intellectually during the course? If so, please provide an example of how or why that growth took place. _____

6. What do you believe to be your personal strengths (e.g. honesty, compassion, loyalty)? _____

7. To what do you attribute your success as a student? _____

8. How have you changed/grown as a person since coming to high school? What caused these changes and how have they affected you? _____

9. Why should the admissions committee be interested in you? What makes you unique? How are you different from other applicants? _____

10. Do you have career goals or interests? If so, when did you become fascinated by that field of study? _____

11. Are there any awards, recognition, or honors that you have received and that are worth mentioning? _____

12. Which extracurricular activities have you participated in? _____

13. Is there anything else you wish to tell me that would help me when writing about you? _____

Date

Title

Action Plan/Goal

Date

Title

Action Plan/Goal

Date

Title

Action Plan/Goal

Letters of recommendation are essential to your college application. Teachers will be writing many recommendations including yours on top of doing their jobs, so it's your job to stay ahead of deadlines and supply the necessary information for them to write glowing references. Our questionnaire will help you get the ideal recommendations!

Recommendation 2

1. Who is your college counselor? _____

2. Who else is writing for you? _____

3. Why did you choose me to write for you? _____

4. Do you recall any specific instances during our year(s) together that exemplify an academic or personal strength? _____

5. Did you grow intellectually during the course? If so, please provide an example of how or why that growth took place. _____

6. What do you believe to be your personal strengths (e.g. honesty, compassion, loyalty)? _____

7. To what do you attribute your success as a student? _____

8. How have you changed/grown as a person since coming to high school? What caused these changes and how have they affected you? _____

9. Why should the admissions committee be interested in you? What makes you unique? How are you different from other applicants? _____

10. Do you have career goals or interests? If so, when did you become fascinated by that field of study? _____

11. Are there any awards, recognition, or honors that you have received and that are worth mentioning? _____

12. Which extracurricular activities have you participated in? _____

13. Is there anything else you wish to tell me that would help me when writing about you? _____

Date

Title

Action Plan/Goal

Date

Title

Action Plan/Goal

Date

Title

Action Plan/Goal

Letters of recommendation are essential to your college application. Teachers will be writing many recommendations including yours on top of doing their jobs, so it's your job to stay ahead of deadlines and supply the necessary information for them to write glowing references. Our questionnaire will help you get the ideal recommendations!

Recommendation 3

1. Who is your college counselor? _____

2. Who else is writing for you? _____

3. Why did you choose me to write for you? _____

4. Do you recall any specific instances during our year(s) together that exemplify an academic or personal strength? _____

5. Did you grow intellectually during the course? If so, please provide an example of how or why that growth took place. _____

6. What do you believe to be your personal strengths (e.g. honesty, compassion, loyalty)? _____

7. To what do you attribute your success as a student? _____

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9. Why should the admissions committee be interested in you? What makes you unique? How are you different from other applicants? _____

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11. Are there any awards, recognition, or honors that you have received and that are worth mentioning? _____

12. Which extracurricular activities have you participated in? _____

13. Is there anything else you wish to tell me that would help me when writing about you? _____

Date

Title

Action Plan/Goal

Date

Title

Action Plan/Goal

Date

Title

Action Plan/Goal

There are so many possibilities when it comes to earning a scholarship! With scholarships based on academic achievement, heritage, and special talents or interests available, we encourage you to investigate your options and keep your applications organized using this tracker.

Scholarship name	_____		
Website	_____		
Amount	_____	Deadline	_____
Requirements	_____ _____ _____		
Notes	_____ _____ _____ _____		

Scholarship name	_____		
Website	_____		
Amount	_____	Deadline	_____
Requirements	_____ _____ _____		
Notes	_____ _____ _____ _____		

Scholarship name	_____		
Website	_____		
Amount	_____	Deadline	_____
Requirements	_____ _____ _____		
Notes	_____ _____ _____ _____		

College visits are a great way to get to know a school and a great way to demonstrate your interest to admissions. Keep track of your college visits (in-person and virtual!) here.

School name _____ Date _____

Time _____ Email _____

Address _____ Duration _____

Phone _____ Start Location _____ Parking _____

Visit/Tour: Walking Bus Academic Session Counselor Session Virtual Other

Things to Bring _____

Notes _____

School name _____ Date _____

Time _____ Email _____

Address _____ Duration _____

Phone _____ Start Location _____ Parking _____

Visit/Tour: Walking Bus Academic Session Counselor Session Virtual Other

Things to Bring _____

Notes _____

School name _____ Date _____

Time _____ Email _____

Address _____ Duration _____

Phone _____ Start Location _____ Parking _____

Visit/Tour: Walking Bus Academic Session Counselor Session Virtual Other

Things to Bring _____

Notes _____

School name _____ Date _____

Time _____ Email _____

Address _____ Duration _____

Phone _____ Start Location _____ Parking _____

Visit/Tour: Walking Bus Academic Session Counselor Session Virtual Other

Things to Bring _____

Notes _____

Interviews are usually not required in the admissions process, but if done effectively, they can have a significant impact on your application. Nail your interview by brainstorming responses to these popular interview questions!

1. Why do you want to go to (this college)? _____

2. If you could meet anyone, alive or dead, who would it be and why? _____

3. What three adjectives would you use to describe yourself? _____

4. If I asked your best friend, what three adjectives would they use to describe you? _____

5. What is your favorite book (movie, etc.) and why? _____

6. How did you spend last summer? The summer before? What are you doing this summer? _____

7. What have been your favorite classes in high school? _____

8. What career path do you envision for yourself? _____

9. Where do you see yourself in 10 years? _____

Interviews are usually not required in the admissions process, but if done effectively, they can have a significant impact on your application. Nail your interview by brainstorming responses to these popular interview questions!

10. What would you like to major in? _____

11. What is an important story that has shaped your life or changed your perspective? _____

12. Who is someone who has inspired you? _____

13. What is a moral or ethical dilemma you have faced and how did you handle it? _____

14. What differentiates you from other applicants? _____

15. What do you do when you're not in school? _____

16. What are your academic strengths? What is your greatest personal strength? _____

17. What are your academic weaknesses? How have you addressed them? _____

18. What is your greatest personal weakness? _____

Interviews are usually not required in the admissions process, but if done effectively, they can have a significant impact on your application. Nail your interview by brainstorming responses to these popular interview questions!

19. What do you plan to contribute to the [college] community? _____

20. What would you change about your high school? _____

21. What is an obstacle you've faced, and how did you get through it? _____

22. What blogs or websites do you visit regularly? _____

24. What is your dream vacation? _____

25. Would you like to study abroad? If so, where? _____

26. Who is a teacher who made an impact on you? _____

Contact List

It is important to keep track of admissions representatives, current students, and regional representatives you may meet in your college process. Make sure to keep your communication with these individuals thoughtful, meaningful and appropriate!

Name _____	Title _____	Phone _____
School _____	E-mail _____	
Notes _____		

Name _____	Title _____	Phone _____
School _____	E-mail _____	
Notes _____		

Name _____	Title _____	Phone _____
School _____	E-mail _____	
Notes _____		

Name _____	Title _____	Phone _____
School _____	E-mail _____	
Notes _____		

Name _____	Title _____	Phone _____
School _____	E-mail _____	
Notes _____		

