

University Application Planning Checklist

DP1 / Grade 11: Laying the Foundation

- ☐ Create a résumé (activities, awards, leadership roles)
- ☐ Plan DP2 courses thoughtfully
- ☐ Start researching universities and programmes
- ☐ Discuss budget and financial aid with family
- ☐ Prepare for the SAT/ACT (if applying to the US)
- ☐ Take an SAT/ACT practice test
- ☐ Register for the SAT/ACT

March–June: Stay Focused and Take Small Steps

- ☐ Register for the SAT/ACT in March
- ☐ Take the SAT/ACT in April or May (if needed)
- ☐ Plan for meaningful summer activities (internships, volunteering, projects)

Summer Break: Get Ahead!

- ☐ Research universities and scholarships
- ☐ Finalise university lists
- ☐ Draft personal statements and essays
- ☐ Take online campus tours
- ☐ Register for the September ACT (if needed)
- ☐ Take TOEFL/IELTS (if required)

DP2 / Grade 12: The Big Year!

- ☐ Submit drafts of essays and personal statements
- ☐ Register for the October SAT/ACT (if needed)
- ☐ Sign up for Common App and other application portals
- ☐ Research scholarships and funding options

October–December: Applications!

- ☐ Submit early decision/early action applications (if applying)
- ☐ Complete CSS Profile (for US financial aid)
- ☐ UCAS deadline for the University of Oxford, Cambridge University and medical programmes (15 Oct)
- ☐ Receive predicted IB grades from teachers
- ☐ Finalise university-specific essays
- ☐ Submit early application deadlines (1–15 Nov)
- ☐ Submit all applications before winter break

January–April: Decisions Arrive!

- ☐ Verify university list is accurate with counsellor
- ☐ Ensure transcripts and recommendations are submitted
- ☐ Review acceptance letters and financial aid offers
- ☐ Compare universities – make a pros and cons list
- ☐ US universities release final decisions (1 April)

May–June: The Final Steps!

- ☐ Confirm acceptance and pay deposit by 1 May (US commitment deadline)
- ☐ Inform counsellor of your decision
- ☐ Ensure final IB results and transcripts are sent
- ☐ Send thank you notes to teachers and counsellors

