

**CAMPAIGN KIT 05 | COLLEGE**

College Admissions Timeline

Counselor Guide

KEY TAKEAWAY Build the list before choosing application plans.

Use this guide to help a student turn interest in the college admissions timeline into one verified, documented next step. Preserve local counselor judgment and confirm school- or program-specific requirements with the responsible owner.

Counseling conversation

1. Research colleges and programs.
2. Verify application plans and deadlines.
3. Request recommendations and transcripts early.
4. Draft essays and supplemental materials.
5. Submit applications and monitor portals.
6. Complete aid requirements and compare decisions.

What students and families should know

- Build the list before choosing application plans.
- Early Decision is binding; Early Action is generally nonbinding, but rules vary.
- Program and scholarship deadlines may differ.
- Submission is followed by portals, documents, decisions, aid, and enrollment.

Verify before advising

- Do not promise eligibility, availability, admission, funding, placement, credit, licensure, or an outcome.
- Recheck dynamic information with the official owner before the student acts.

Local flexibility: Schools may sequence counseling activities differently. Confirm dates, eligibility, costs, availability, and required documents with the school, college, employer, agency, or program that owns the decision.

Close the loop

Student's next action: Record one action, the information owner, and a completion date.

Follow-up: Schedule a check-back and update the plan if verified information changes.

Sources and verification

Use the linked official sources to confirm current details before release or student use.

1. [Common App: Official Resource](#) | 2. [Delawarestudentsuccess: Official Resource](#) | 3. [Nacacnet: Official Resource](#)