Program Requirements Worksheet

Staying organized and understanding what you need to fill out in the application is crucial. But, because each program has its own specific requirements, it can seem like a lot to keep track of.

Use this worksheet to collect the requirements of the programs on your list. This way you have all the information in one place when you need it. We've included space for 4 programs, but if you have more you want to add, just copy and paste the last page!

Here is where you can find program requirements in the application:

Home tab
Select a program in the Program Materials section to see their requirements listed in the Home tab.

Requirements Grid
This PDF lists all colleges that use Common App for transfer and their requirements. You can access this document in the Solutions Center.

common app
READY

Program Name:

_____

Deadline: _____

Application Fee: _____

Personal Statement:*

☐ Yes ☐ No ☐ Optional

Writing Questions:

☐ Yes ☐ No ☐ Maybe

Portfolio:

☐ Yes ☐ No

Transcripts:

☐ Official
☐ Unofficial Uploaded
☐ Additional Requirements
☐ Not Required

Coursework Entry:

☐ Needs full transcript entry
☐ No transcript entry needed
☐ Needs transcript entry for prerequisites only**

Testing Policy:

☐ SAT/ACT Tests Used
☐ International Tests: IELTS / TOEFL Used
☐ Always Required
☐ Sometimes Required
☐ Flexible
☐ Never Required
☐ Ignored

Recommendations:

Personal:

____ Required   ____ Optional

Professional:

____ Required   ____ Optional

Academic:

____ Required   ____ Optional

High School Official:

____ Required   ____ Optional

_____

* You can find information about Personal Statement requirements in a program's Documents tab or Questions tab.

** You can find more about a program's prerequisites in the Program Materials section.

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