

College Application Checklist for Art and Design Students

Print it, keep it by your workspace, or check items off digitally as you go.

1. Set up your dashboard

- ☐ Build a spreadsheet listing every college
- ☐ One column per required piece
- ☐ Add each deadline and SlideRoom link
- ☐ Decide how you mark things done
- ☐ Put all best work in one thumbnail folder
- ☐ Copy selections into per-college folders

2. Writing: start early, edit often

- ☐ Note each prompt's key points and length
- ☐ Outline first, then fill in bullets
- ☐ Write the first draft in one sitting
- ☐ Step away a day, then edit fresh
- ☐ Get feedback from trusted advisors
- ☐ Check supplement requirements per school

3. Portfolio prep

- ☐ Select 10 to 20 strongest recent pieces
- ☐ Follow each school's own instructions
- ☐ Add process work or sketchbook pages
- ☐ Captions: title, medium, size, date
- ☐ Lead and close with a standout piece
- ☐ Confirm file sizes, formats, labeling
- ☐ Get expert feedback before submitting

4. Forms and other details

- ☐ Sophomore year: practice SAT or ACT
- ☐ Junior year: ask teachers in person for recommendations, one academic, one art
- ☐ Summer before senior year: start the form
- ☐ Fall of senior year: confirm scores sent
- ☐ Confirm your school uploads transcripts

5. Financial aid

- ☐ Submit the FAFSA
- ☐ Submit the CSS Profile
- ☐ Research school-specific scholarships
- ☐ Explore grants and merit aid
- ☐ Appeal if an award falls short

6. Last steps

- ☐ Ask trusted adults to check everything
- ☐ Reread for details and typos
- ☐ Pay your fees
- ☐ Submit

Want a second pair of eyes on the portfolio?

Portfolio Coaching NYC is Dr. Nell Daniel's practice. Dr. Daniel has coached creative teenagers into top art and design programs for over 30 years.

Book a free initial consultation:
portfoliocoachingnyc.com/book