

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.



Program name:

Deadline:	Testing policy:
Application fee:	SAT/ACT Tests Used International Tests: IELTS/TOEFL Used Always Required
Personal statement:*	Sometimes Required Flexible
Yes No Optional	Never Required Ignored
Writing questions:	Recommendations:
Yes No Maybe	Personal
Portfolio:	Required Optional Professional
Yes No	Required Optional
Transcripts:	Academic
Official Unofficial Uploaded	Required Optional
Additional Requirements Not Required	High School Official Required Optional
Coursework entry:	

* You can find information about Personal Statement requirements in a

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

program's Documents tab or Questions tab.

Materials section.

Needs transcript entry for prerequisites only**

Needs full transcript entry

No transcript entry needed

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Writing questions:		s:	Recommendations:
Yes	No	Maybe	Personal
Portfolio:			Required Optional
Yes	No	Professional	
		Required Optional	
Transcripts:			Academic
Official Unofficial Uploaded Additional Requirements Not Required			Required Optional
			High School Official
			Required Optional
Coursew	ork entr	y:	

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