



# THE PREP ACADEMY'S Grade 12 checklist



Stay on top of preparing for your post-secondary education!

## SEPTEMBER

- Make sure the courses you are taking now meet admission requirements
- Get high school transcript from guidance counsellor
- Add list of key dates into agenda and/cell phone calendar
- Research & identify top 3 post-secondary schools you would like to attend
- Document your achievements and awards
- Update your resume and cover letter

## OCTOBER

- Begin drafting scholarship essay
- Compile list of potential references (community/academic/personal)
- If you are planning about attending school outside of Canada, register for the SAT test
- Begin to research scholarships and bursaries on The Prep Academy Online Scholarship Directory
- Add scholarship application details and deadlines into your scholarship tracker

## NOVEMBER and DECEMBER

- Order high school transcripts to send along with post-secondary applications
- Complete first draft of your post-secondary scholarship application
- Research and identify your top 3 post-secondary schools you would like to attend
- Submit your post-secondary application and documents to your top 3 schools
- Research scholarships and bursaries on The Prep Academy Online Scholarship Directory



## JANUARY

- Schedule a meeting with your guidance counsellor to make sure you are on track to graduate
- Get high school transcript from guidance counsellor with final first semester grades
- Send transcript to the post-secondary institutions you applied to
- Check each institution to learn how to apply, and the deadline for **entrance scholarships**

## FEBRUARY and MARCH

- Check your email and post-secondary student account to get updates on your applications
- Complete and submit **entrance scholarship applications**
- Schedule an appointment with your guidance counsellor to make sure you are on track to graduate
- Inquire with post-secondary institutions with any questions (residence, meal hall, sports, etc)

## APRIL, MAY and JUNE

- Accept admissions offer from your preferred school and pay your tuition deposit
- Once your seat is confirmed set up a meeting with your post-secondary academic advisor
- Research and apply for **all** scholarships and bursaries
- Look at PREP's Session & Events page to register for post-secondary course selection sessions
- Send your final transcript to the post-secondary school you will be attending
- Register for first-year courses once course selection opens
- Submit your application for student loans (if you plan to apply)