

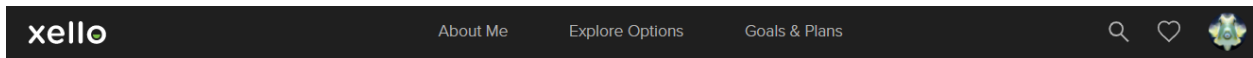
## ↓ College Planning

In your XELLO account:

Click on Goals and Plans

Then under College Planning click on Manage

Then click on Create New Application



# COLLEGE PLANNING

College Applications | Showing 1 of 1 from Application Tracker

Create New Application

1. Type in the school that you want to apply to
2. Select Admission Type - See the box on the right to see the definitions of each Admission Type before making your decision

Fill in your application details in the fields below:

Admission Type

Select an Admission Type

Application Deadline

mm/dd/yyyy

### ADMISSION TYPES

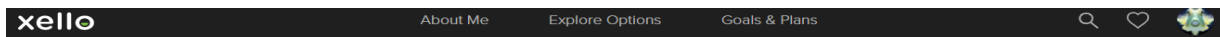
This is a guideline to help you choose the correct admission type for your application. However, some colleges have unique rules and deadlines. It's important to check the college website to make sure you have the correct information.

#### Rolling Admission

This option allows you to apply to a college on any date. But spaces run out, so it's best to apply early! The college will review your application once it's received. You'll only have to wait a few weeks

Show More

3. Know application deadlines and add to your calendar
4. Request a transcript through Xello



#### Getting Started

Below you will find a list of suggested tasks to help you complete your application. Check the college website regularly to stay on track. [Got It](#)

### APPLICATION CHECKLIST + Add Task

[Need Help?](#)



Transcript

Request

Options



Personal Essay

Options

**5. Under the Options dropdown, add possible due dates, mark as complete or have the task deleted if it is not mandatory**

**xello** About Me Explore Options Goals & Plans

**Getting Started**  
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**APPLICATION CHECKLIST** [Need Help?](#)

Transcript

Personal Essay

**6. If a task is not listed that the university is requesting, click on the Add Task tab and add it to your To-do list.**

**xello** About Me Explore Options Goals & Plans

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**APPLICATION CHECKLIST** [Need Help?](#)

Transcript

Personal Essay

**7. Once tasks are completed, under Options dropdown, select Completed**