

## Post-Secondary Application Checklist

This is a simplified list; please see your specific university for details and dates

| Date                        | To Do   | Complete   |
|-----------------------------|---|--|
| All grades                  | <ul style="list-style-type: none"> <li>● What do you want to do after high school?               <ul style="list-style-type: none"> <li>○ Check out <a href="#">myBlueprint</a>, <a href="#">Career Cruising</a> and <a href="#">ALIS</a> websites</li> <li>○ Create <a href="#">myPass</a> account (Created in CALM)</li> <li>○ Book appointment with your Guidance Counsellor</li> </ul> </li> </ul>  | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   |
| Early September             | Document important dates: <ul style="list-style-type: none"> <li>● University application start and end dates</li> <li>● Scholarships-see Success Centre D2L or <a href="#">scholarship site</a></li> <li>● SAT or ACT exams</li> </ul>   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   |
| Early September (gr. 11/12) | Register to write PSAT/SAT/ACT exams if you are considering U.S. based schooling <ul style="list-style-type: none"> <li>● Make note of test dates and important details. Register at <a href="https://www.collegeboard.org/">https://www.collegeboard.org/</a></li> <li>● <a href="#">Common App</a> is commonly used to apply to U.S. based schools</li> </ul>   | <input type="checkbox"/><br><input type="checkbox"/>   |
| Late September              | Need Support? <ul style="list-style-type: none"> <li>● Book an appointment with your Guidance Counsellor</li> </ul>   | <input type="checkbox"/>   |
| September                   | Investigate all scholarships <ul style="list-style-type: none"> <li>● Create a profile and have scholarships specific to you sent to your inbox: <a href="https://yconic.com/">https://yconic.com/</a> <ul style="list-style-type: none"> <li>○ <a href="http://www.scholarshipscanada.com">www.scholarshipscanada.com</a></li> <li>○ <a href="https://scholartree.ca/">https://scholartree.ca/</a></li> <li>○ <a href="https://studentscholarships.org/scholarships.php">https://studentscholarships.org/scholarships.php</a></li> </ul> </li> <li>● Success Centre D2L &amp; <a href="#">scholarship site</a></li> <li>● Post-Secondary specific scholarships</li> <li>● <a href="#">Alexander Rutherford scholarship</a></li> <li>● Check with employers, clubs, teams, Banks, Post Sec sites</li> </ul>   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| September-October           | Research possible universities and program options <ul style="list-style-type: none"> <li>● Attend post-secondary presentations</li> <li>● Open houses and presentations throughout the city (watch for notices, especially in D2L)</li> <li>● Apply! *Usually October 1 applications open!</li> <li>● Apply early! Not all admission requirements need to be completed to apply:               <ul style="list-style-type: none"> <li>○ <a href="https://applyalberta.ca/">https://applyalberta.ca/</a> (AB),</li> <li>○ <a href="https://www.ouac.on.ca/">https://www.ouac.on.ca/</a> (ON),</li> <li>○ <a href="https://apply.educationplannerbc.ca/">https://apply.educationplannerbc.ca/</a> (BC)</li> </ul> </li> </ul> <p>*Some post-secondary schools are not on these provincial sites, and you apply directly. For applying to post-secondary schools outside of Alberta, British Columbia, or Ontario, you need to apply directly on post-secondary site.</p> <p>For specific post-secondary questions, please reach out directly to post-secondary student advisors. Contact info listed <a href="#">here</a>.</p> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             |

|                        |  |  |
|------------------------|--|--|
| September-<br>November | Attend the Post-secondary fairs at RTHS and community <ul style="list-style-type: none"> <li>● Alberta Post-secondary fair at RTHS: <ul style="list-style-type: none"> <li>○ Out-of-province (OOP) Post-secondary Fair at RTHS on <b>Tuesday, October 20<sup>th</sup>, 2026</b> from <b>1-2:30 PM</b></li> <li>○ Alberta-Based Post-Secondary Fair at RTHS on <b>Friday, October 30<sup>th</sup>, 2026</b> from <b>8:30-10:30 AM</b></li> </ul> </li> <li>● *See Success Centre D2L</li> </ul>   | <input type="checkbox"/><br><input type="checkbox"/>   |
| October-<br>November   | Begin writing application and scholarship essays <ul style="list-style-type: none"> <li>● Ask an adult or peer to edit your essay</li> <li>● Always save an electronic copy for future use</li> <li>● Some applications require reference letters, 2 weeks' notice</li> <li>● Some scholarships also require nominations</li> <li>● Deadlines are firm</li> <li>● Many major scholarships at select universities have deadlines in December and you must have applied to the institution to be considered. Apply Early.</li> </ul>   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| December               | Have you applied to all your university/college choices? <ul style="list-style-type: none"> <li>● 1<sup>st</sup> choice, 2<sup>nd</sup> choice, 3<sup>rd</sup> choice, back-up plan</li> </ul>   | <input type="checkbox"/>   |
| December-<br>May       | Accept your conditional or early offer from the university you plan to attend <ul style="list-style-type: none"> <li>● Keep your grades up</li> <li>● Meet any of the other conditions for acceptance</li> </ul>   | <input type="checkbox"/><br><input type="checkbox"/>   |
| January-<br>June       | Keep checking: <ul style="list-style-type: none"> <li>● Email accounts and university accounts</li> <li>● Log into your university student account</li> </ul> It is important to log in regularly so that you are not missing important updates or requests for information.<br>Complete remaining steps requested by the universities you have applied to: <ul style="list-style-type: none"> <li>● Self-reported grades (what you expect to get as a grade in each class. You can base it off past grades)</li> <li>● Transcript submission</li> <li>● Continue to follow up on scholarship opportunities</li> </ul> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                             |
| April-May              | <ul style="list-style-type: none"> <li>● Confirm residence/accommodation plans</li> </ul>  | <input type="checkbox"/>   |
| May-June               | Select and register for your first-year university courses <ul style="list-style-type: none"> <li>● Most post-secondary institutions offer registration help sessions</li> <li>● Attend Student for a Day, request a tour, or speak to an advisor at the university if you have questions.</li> <li>● If you have an Individualized Program Plan (IPP) and require accommodations in learning at post-secondary, reach out to your post-secondary school to coordinate a meeting</li> </ul>  | <input type="checkbox"/><br><input type="checkbox"/>   |
| May-August             | <ul style="list-style-type: none"> <li>● Apply for <a href="#">Alexander Rutherford Scholarship</a> upon acceptance at a post-secondary institution</li> <li>● Apply for AB Student Loan/Canada Student Loan</li> </ul>  | <input type="checkbox"/>   |

