

Post-Secondary Application Checklist

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

Date	To Do	Complete
All grades	- What do you want to do after high school? - Check out myBlueprint, Career Cruising and ALIS websites - Create myPass account (Provide a non-CBE email to office) - Book appointment with your Guidance Counsellor	☐ ☐ ☐ ☐
Early September	Document important dates: - University application start and end dates - Scholarships-see Success Centre D2L - Deadline for applications to residences - SAT or ACT exams	☐ ☐ ☐ ☐
Early September (gr. 11/12)	Register to write PSAT/SAT/ACT exams if you are considering U.S. based schooling - Make note of test dates and important details https://www.collegeboard.org/	☐ ☐
Late September	Need Support? Book an appointment with your Guidance Counsellor	☐
September	Investigate all scholarships - Create a profile and have scholarships specific to you sent to your inbox: https://yconic.com/ www.scholarshipscanada.com https://scholartree.ca/ https://studentscholarships.org/scholarships.php - Success Centre D2L - University-specific scholarships - Alexander Rutherford scholarship - Check with employers, clubs, teams, Banks, Post Sec sites	☐ ☐ ☐ ☐ ☐ ☐
September-October	Research possible universities and program options - Attend university presentations, even if you know where you want to attend; examine all options - Presentations at RTHS (watch for notices in announcements/D2L) *2023-2024 and virtual presentations by post sec schools - Open houses and presentations throughout the city (watch for notices, especially in D2L) - Apply! *Usually October 1 applications open! - Apply early! Not all admission requirements need to be completed to apply: https://applyalberta.ca/ (AB), https://www.ouac.on.ca/ (ON), https://apply.educationplannerbc.ca/ (BC) *Some universities are not on these sites and you apply directly	☐ ☐ ☐ ☐ ☐ ☐ ☐
September-November	Attend the Post-secondary fairs at RTHS and community Alberta Post-secondary fair at RTHS, October 15th, 2025	☐

	• Out-of-province Post-secondary fair at RTHS, October 21st, 2025 • *See Success Centre D2L	☐
October-November	Begin writing application and scholarship essays • Ask an adult or peer to edit your essay • Always save an electronic copy for future use • Some applications require reference letters, 2 weeks' notice • Some scholarships also require nominations • Deadlines are firm • Many major scholarships at select universities have deadlines in December and you must have applied to the institution to be considered. Apply Early.	☐ ☐ ☐ ☐ ☐ ☐
December	Have you applied to all your university/college choices? • 1st choice, 2nd choice, 3rd choice, back-up plan	☐
December-May	Accept your conditional or early offer from the university you plan to attend • Keep your grades up • Meet any of the other conditions for acceptance	☐ ☐
January-June	Keep checking: • Email accounts and university accounts • Log into your university student account It is important to log in regularly so that you are not missing important updates or requests for information. Complete remaining steps requested by the universities you have applied to: • Self-reported grades (what you expect to get as a grade in each class. You can base it off past grades) • Transcript submission • Continue to follow up on scholarship opportunities	☐ ☐ ☐ ☐ ☐
April-May	• Confirm residence/accommodation plans	☐
May-June	Select and register for your first-year university courses • Most post-secondary institutions offer registration help sessions • Attend presentations scheduled by alumni or guest speakers about adjusting to life at university and handling new responsibilities and opportunities. • Attend Student for a Day, request a tour, or speak to an advisor at the university if you have questions.	☐ ☐ ☐
May-August	• Apply for Alexander Rutherford Scholarship upon acceptance at a post-secondary institution • Apply for AB Student Loan/Canada Student Loan	☐