A FILING SYSTEM FOR COLLEGE APPLICATIONS

1. APPLICATION FILE BOX

If you don't do anything else about organizing your college admissions, be sure to have at least one file box for folders for each college to which you apply. To set up this filing system, this is what you will need:

- **1-2 portable cardboard or plastic file boxes that can accommodate hanging file folders**

- **Hanging file folders**

2. EQUIPMENT AND STATIONERY ITEMS YOU NEED

Equipment

- Computer/smartphone with Internet access and printer

- Access to photocopy machine

Stationery items

- 2-3 reams of copy paper

- Month-at-a glance calendar (for planning and reference)

- Post-its and Post-it flags (to identify specific places on an application which require further work or information, signature or date)

- High-lighter pen

- White-out pen and/or white-out fluid

- 2 blue or black pens

- Paper clips

- Pair of sharp scissors

- Stapler and staple remover

3. MAILING SUPPLIES YOU NEED

- 9" x 12" envelopes (about two dozen to enclose materials for school counselors and recommenders)

- Regular envelopes (about two dozen)

- Mailing labels

- Fifty stamps