

Use “College scholarship application deadline Gantt chart template” to get scholarship timeline and to find out on activities you should complete to increase your scholarship chances.

Our template is elementary to use; it provides a step-by-step list of tasks to complete to receive a college scholarship and a clear timetable for completing these tasks.

Task	Prepared documents	Useful links	Meetings held	Sent letters / applications	Deadline	Done
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- The “Task” column lists the tasks that are important to complete;
- In the column “Prepared documents,” mark the documents that you executed during the scholarship application preparation, and insert links to these documents;
- In the “Useful links” column, check the list of links to valuable articles, fellowships, etc.;
- In the “Meetings held” column, mark the meetings you held during preparation, for example, with a counselor or career center director;
- In the column “Sent letters/ applications,” keep the work done in preparing and submitting applications / sent letters for scholarship programs, etc.;
- The “Deadline” column contains the deadlines for each task; they do not need to be changed if you want to meet the deadline;
- The column “Done” contains checkboxes, in which you need to put a checkmark after completing each of the tasks.

Scholarship timeline tasks are scheduled for the period **September - May**, this period is displayed on the Gantt chart, and the timeline for completing each of the tasks is indicated in green. Tasks marked as completed in the “Done” column on the Gantt chart are blue.

Follow this schedule and do not move on to next month's tasks unless you have completed the entire list of tasks for the previous month. Good luck!

An example of a filled table:

Task	Prepared documents	Useful links	Meetings held	Sent letters / applications	Deadline	Done	September	October	November	December
1 Conduct research and gather scholarship organization contact information					October 31	<input checked="" type="checkbox"/>				
2 Use the Internet and Social Media in Scholarship Search					September 30th	<input checked="" type="checkbox"/>				
3 Prepare inquiry letter for colleges/universities	Inquiry letter 1				September 30th	<input checked="" type="checkbox"/>				
4 Prepare inquiry letter for other organizations	Inquiry letter 2				September 30th	<input checked="" type="checkbox"/>				
5 If necessary, send letters				Sent 2 letters	September 30th	<input type="checkbox"/>				