

****WGU Admission Letter Checklist Template****

1. ****Personal Information:****
 - Full Name
 - Date of Birth
 - Contact Information (Email and Phone Number)
 2. ****Application Status:****
 - Application Submitted Date
 - Application Status (Accepted/Rejected/Pending)
 3. ****Required Documents:****
 - Valid ID/Driver's License
 - Transcripts from Previous Education
 - Resume/CV
 - Personal Statement or Essay
 4. ****Admission Details:****
 - Program Applied For
 - Start Date
 - Orientation Information
 5. ****Financial Information:****
 - Tuition Costs
 - Financial Aid Application Status
 - Scholarships Availability
 6. ****Next Steps:****
 - Acceptance Confirmation Deadline
 - Required Pre-enrollment Tasks
 - Contact Information for Admission Questions
 7. ****Important Dates:****
 - Enrollment Deadline
 - Payment Due Date
 - Course Registration Dates
 8. ****Additional Notes:****
 - Any Conditions for Admission
 - Contact Information for Advising
 - Additional Resources (e.g., Student Portal Link)
- **End of Checklist****