

Program Acceptance Verification Checklist

Systematic Process for Confirming Test Requirements

Purpose: Use this checklist to verify test acceptance at each program on your target list. Accurate information directly from the source ensures your application is aligned with current requirements.

Verification Steps

- Navigate to program's official admissions website
- Locate "Application Requirements" or "Admissions Criteria" section
- Record test requirements exactly as stated
- Check for preference statements or score reporting guidance
- Verify information is current (check last-updated date on webpage)
- Cross-reference with program's FAQ or admissions blog if available
- When uncertain, contact admissions office directly via email
- Document response and date for your records
- Create spreadsheet tracking all programs and their requirements

Important Notes

- Test acceptance policies can change annually - verify during application season
- General program rankings or third-party sites may have outdated information
- Rely only on official program admissions pages or direct communication
- Some programs accept both tests but provide score ranges for only one - this doesn't indicate preference

Record-Keeping Template

Program Name	Test(s) Accepted	Preference Stated (Yes/No)	Source & Date Verified

