BONUS 2

THE STUDY ABROAD APPLICATION TRACKER™

Your Simple System for Tracking Universities, Deadlines, Documents, Applications, Funding & Offers

For Nigerian Students & Professionals Applying to Study Abroad

2026 EDITION

BEFORE YOU START

Applying to several universities can quickly become confusing.

One school may have one deadline.

Another may require different documents.

Another may have a scholarship deadline before the application deadline.

Then offers, deposits, funding and visa preparation begin.

This tracker helps you keep everything in one place.

You do not need to remember everything.

You need a system.

USE THIS TRACKER TO:

- Compare your universities
- Record requirements
- Track deadlines
- Track documents
- Track applications
- Monitor scholarships
- Plan funding
- Check affordability

- Record offers
- Compare your final options

HOW TO USE THIS TRACKER

For each university, record the important information once.

Update your tracker whenever something changes.

SIMPLE STATUS SYSTEM

RESEARCHING — Still investigating

SHORTLISTED — Serious option

READY TO APPLY — Requirements verified

IN PROGRESS — Application started

SUBMITTED — Application completed

UNDER REVIEW — Waiting for decision

ADDITIONAL INFORMATION — University requested something

OFFER RECEIVED — Admission received

ACCEPTED — Offer accepted

DECLINED — You decided not to continue

MY MASTER UNIVERSITY TRACKER

This is your **main tracking page**.

Use it first.

University	Country	Programme	Intake	Deadline	Tuition	Status

_____	_____	_____	_____	_____	₦_____	_____
_____	_____	_____	_____	_____	₦_____	_____
_____	_____	_____	_____	_____	₦_____	_____
_____	_____	_____	_____	_____	₦_____	_____
_____	_____	_____	_____	_____	₦_____	_____
_____	_____	_____	_____	_____	₦_____	_____
_____	_____	_____	_____	_____	₦_____	_____
_____	_____	_____	_____	_____	₦_____	_____

MY NUMBERS

Universities researched: _____

Shortlisted: _____

Applications submitted: _____

Offers received: _____

Offer accepted: _____

MY UNIVERSITY RESEARCH NOTES

Use this section when you need more information than the master tracker provides.

University:

Official Website:

Application Portal:

Programme:

Degree Level:

Programme Duration:

Application Fee:
₦_____

Scholarship Deadline:

Deposit Deadline:

Official Contact:

Date Information Was Checked:

IMPORTANT NOTES

ELIGIBILITY & REQUIREMENTS

Do this **before paying an application fee**.

Requirement	Required?	I Have It?	Notes
Academic qualification	☐	☐	_____
Required grade	☐	☐	_____
Relevant background	☐	☐	_____
English requirement	☐	☐	_____
Work experience	☐	☐	_____
Transcript	☐	☐	_____
Other	☐	☐	_____

ELIGIBILITY STATUS

☐ ELIGIBLE

☐ NEEDS VERIFICATION

☐ NOT ELIGIBLE

SOURCE CHECKED

DATE CHECKED

MASTER DEADLINE TRACKER

Instead of keeping separate deadline lists, use this one.

University	Application	Scholarship	Deposit	My Personal Deadline
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

MY NEXT DEADLINE

WHAT MUST I COMPLETE?

DOCUMENT & APPLICATION TRACKER

This combines your document and application tracking into **one system**.

University	Documents Ready	Statement	CV	Recommendation	Application	Submitted
_____	☐	☐	☐	☐	☐	☐
_____	☐	☐	☐	☐	☐	☐
_____	☐	☐	☐	☐	☐	☐
_____	☐	☐	☐	☐	☐	☐
_____	☐	☐	☐	☐	☐	☐
_____	☐	☐	☐	☐	☐	☐

MY DOCUMENT MASTER LIST

☐ Passport

☐ WAEC/NECO

☐ Degree/HND certificate

☐ Transcript

☐ CV

☐ Personal statement

☐ Recommendation

☐ English test/result if required

☐ Other programme-specific documents

APPLICATION DETAILS

Use this section **only after you begin an application**.

University:

_____

Programme:

_____

Application Reference:

_____

Date Started:

_____

Date Submitted:

_____

Application Fee:
₦_____

Payment Completed:
☐ YES
☐ NO
☐ WAIVED

Confirmation Received:
☐ YES
☐ NO

Current Status:

IMPORTANT NOTES

UNIVERSITY COMMUNICATION LOG

You do not need a separate tracker for every email.

Use one communication log.

Date	University	What Happened?	Action Required	Deadline
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REMEMBER

Check both your email and university application portals regularly.

FUNDING & AFFORDABILITY PLANNER

Your application should not only be academically realistic.

It should also be financially realistic.

Use this section to quickly assess each serious university.

For a full detailed budget, use **Bonus 1 — The Nigerian Study Abroad Money Planner™**.

MY FUNDING SNAPSHOT

University:

ESTIMATED FIRST-YEAR COST

Tuition: ₦_____

Living costs: ₦_____

Visa/Travel/Documents: ₦_____

Other/Arrival costs: ₦_____

TOTAL ESTIMATED COST

₦_____

MY CURRENT FUNDING

Savings: ₦_____

Family/Sponsor: ₦_____

Scholarship: ₦_____

Employer/Organisation: ₦_____

Other legitimate funding: ₦_____

TOTAL AVAILABLE FUNDING

₦_____

FUNDING GAP

₦_____

HOW WILL I CLOSE THE GAP?

Funding Source	Amount	Action	Deadline
_____	₦_____	_____	_____
_____	₦_____	_____	_____
_____	₦_____	_____	_____

MY MAIN FUNDING PLAN

AFFORDABILITY CHECK

Before committing to a university, answer:

I understand the total first-year cost.

☐ YES ☐ NO

I know how much funding I currently have.

☐ YES ☐ NO

I know my funding gap.

☐ YES ☐ NO

I have a realistic plan to close the gap.

☐ YES ☐ NO ☐ NOT YET

I have considered living costs, not just tuition.

☐ YES ☐ NO

I have considered unexpected costs and exchange-rate changes.

☐ YES ☐ NO

I am not depending entirely on getting a job immediately after arrival to survive.

☐ YES ☐ NO

MY AFFORDABILITY STATUS

☐ **READY**

☐ **NEEDS MORE FUNDING**

☐ **NOT READY YET**

WHAT MUST I SOLVE?

_____

_____

_____

SCHOLARSHIP & FUNDING OPPORTUNITIES

Keep all potential funding opportunities in one place.

Opportunity	Amount	Deadline	Applied?	Status
_____	₦_____	_____	☐	_____
_____	₦_____	_____	☐	_____
_____	₦_____	_____	☐	_____
_____	₦_____	_____	☐	_____
_____	₦_____	_____	☐	_____
_____	₦_____	_____	☐	_____

MY TOP FUNDING OPPORTUNITIES

1. _____

2. _____

3. _____

OFFER TRACKER

When offers arrive, record them here.

University	Programme	Offer Type	Tuition	Conditions	Deposit Deadline
_____	_____	_____	₦_____	_____	_____
_____	_____	_____	₦_____	_____	_____
_____	_____	_____	₦_____	_____	_____
_____	_____	_____	₦_____	_____	_____

OFFER TYPES

☐ Conditional

☐ Unconditional

OFFER CONDITIONS

If you receive a conditional offer, record the conditions here.

University:

CONDITIONS

1. _____

2. _____

3. _____

4. _____

DEADLINE

STATUS

☐ Completed

☐ In progress

☐ Not completed

OFFER & AFFORDABILITY COMPARISON

Do not choose an offer based only on the university name.

Factor	University 1	University 2	University 3
Tuition	_____	_____	_____
Living cost	_____	_____	_____
Funding available	_____	_____	_____
Funding gap	_____	_____	_____
Scholarship	_____	_____	_____
Programme fit	_____	_____	_____

Career potential	_____	_____	_____
Overall affordability	_____	_____	_____

BEST FINANCIAL OPTION

BEST ACADEMIC/CAREER FIT

BEST OVERALL OPTION

DEPOSIT & FINAL DECISION

University:

Deposit Required:
₦_____

Deposit Deadline:

Deposit Paid:
☐ YES
☐ NO

Acceptance Confirmed:
☐ YES
☐ NO

MY DECISION

☐ ACCEPT

☐ DECLINE

☐ WAITING

WHY?

VISA HANDOFF

Once your university decision is made, move your application information into your visa preparation system.

University:

Programme:

Country:

Offer Status:
☐ Conditional
☐ Unconditional

Offer Accepted:
☐ YES
☐ NO

Deposit Paid:
☐ YES
☐ NO
☐ NOT REQUIRED

Next Visa Action:

Deadline:

MY APPLICATION COST SUMMARY

Expense	Amount
Application fees	₦_____
English test	₦_____
Transcript	₦_____
Certification	₦_____
Passport	₦_____
Courier	₦_____
Other	₦_____
TOTAL	**₦_____**

TOTAL SPENT ON APPLICATIONS

₦_____

MY WEEKLY APPLICATION CHECK-IN

Use this once a week while your applications are active.

THIS WEEK I NEED TO:

☐ Check email

☐ Check application portals

☐ Check deadlines

☐ Complete missing documents

☐ Respond to university requests

☐ Check scholarship opportunities

☐ Review funding progress

☐ Update my tracker

MY TOP 3 ACTIONS

1. _____

2. _____

3. _____

NEXT DEADLINE

MY FINAL APPLICATION DASHBOARD

APPLICATIONS

Researched: _____

Shortlisted: _____

Submitted: _____

Under review: _____

Offers received: _____

Accepted: _____

FUNDING

Available funding: ₦_____

Funding gap: ₦_____

Scholarships applied for: _____

Scholarships received: _____

DOCUMENTS

Complete: _____

Missing: _____

APPLICATION SPENDING

Total spent: ₦_____

NEXT THREE ACTIONS

1. _____

2. _____

3. _____

MASTER CHECKLIST

☐ I have shortlisted universities that fit my profile.

☐ I have verified my eligibility.

☐ I know the important deadlines.

☐ I know the application fees.

☐ I know the required documents.

☐ My documents are organised.

☐ My application materials are ready.

☐ I have tracked my applications.

☐ I have saved application confirmations.

☐ I check my email and portals regularly.

☐ I track university requests.

☐ I track scholarships and funding.

☐ I have calculated my funding gap.

☐ I have checked affordability before accepting an offer.

☐ I have recorded offer conditions.

☐ I have compared my offers.

☐ I have recorded my deposit deadline.

☐ I have made my final decision.

☐ I know my next visa-related action.

THE APPLICATION RULE

DON’T APPLY BLINDLY.

For every university, know:

WHAT THEY REQUIRE

WHEN THEY NEED IT

WHAT IT COSTS

HOW YOU WILL FUND IT

WHAT YOU HAVE SUBMITTED

WHAT IS STILL MISSING

WHAT HAPPENS NEXT

The goal is not to apply to the most universities.

The goal is to apply to the **right universities with a realistic plan**.

FINAL NOTE

Your study abroad application does not need to be chaotic.

You need a system.

Use this tracker alongside your **DIY Study Abroad Playbook™**.

Use **Bonus 1 — The Nigerian Study Abroad Money Planner™** when you need a deeper financial calculation.

Use this tracker to keep your applications organised and moving.

RESEARCH SMART.

APPLY ORGANIZED.

TRACK EVERYTHING IMPORTANT.

PLAN YOUR FUNDING.

CHOOSE WHAT YOU CAN REALISTICALLY AFFORD.

YOUR OFFER STARTS WITH A WELL-MANAGED APPLICATION.

UNIVERSITY CAPACITY GUIDE

HOW MANY UNIVERSITIES CAN EACH PAGE TRACK?

To keep this workbook simple, each tracking page has a specific capacity.

MASTER UNIVERSITY TRACKER

8 universities per page

Use additional copies if you are tracking more than 8 universities.

UNIVERSITY RESEARCH NOTES

1 university per page

Make one copy for every university you are seriously researching.

ELIGIBILITY & REQUIREMENTS

1 university per page

Use one copy for each university where you need to verify detailed requirements.

MASTER DEADLINE TRACKER

6 universities per page

If you are tracking more than 6 universities, use another copy of this page.

DOCUMENT & APPLICATION TRACKER

6 universities per page

Use another copy when you have more than 6 active university applications.

APPLICATION DETAILS

1 university per page

Use one copy for each application you actually start.

UNIVERSITY COMMUNICATION LOG

6 communication entries per page

This is not limited to a fixed number of universities. Record communication from any university here.

FUNDING & AFFORDABILITY PLANNER

1 university per page

Use one copy for each university whose affordability you want to assess.

SCHOLARSHIP & FUNDING OPPORTUNITIES

6 funding opportunities per page

Use additional copies if needed.

OFFER TRACKER

4 university offers per page

Use another copy if you receive more than 4 offers.

OFFER CONDITIONS

1 university per page

Use one copy for each conditional offer.

OFFER & AFFORDABILITY COMPARISON

3 universities per comparison page

This page is specifically designed to compare up to 3 offers at once.

DEPOSIT & FINAL DECISION

1 university per page

Use one copy for each offer you are seriously considering.

SIMPLE RULE

You do **not** need to limit yourself to a certain number of universities.

The numbers above simply tell you **how many universities or entries fit on one printed page**.

If you need more space:

PRINT ANOTHER COPY OF THAT PAGE.

For example:

12 universities?

Use 2 copies of a 6-university tracker.

15 universities?

Use 3 copies.

3 serious universities?

You can use only the space you need.

RECOMMENDED WORKFLOW

Research many.

↓

Shortlist your strongest options.

↓

Use one detailed research page per serious university.

↓

Track your active applications using the 6-university tracker.

↓

Use one funding/affordability page per serious university.

↓

Compare up to 3 offers at a time.

This keeps the workbook flexible without creating unnecessary repeated pages.