



## How to use an AI chatbot to help you get into college

We're thrilled you're applying to college! Did you know that AI chatbots can help you with your applications? Follow our step-by-step guide and use these suggested prompts with a chatbot like ChatGPT or Bard to get started. Want more guidance and support? [See how Khan Academy's AI-powered guide, Khanmigo, can help.](#)

### Step 1: Narrow in on which colleges you'll apply to

You've already started researching colleges that might be a good fit for you. Now it's time to narrow down your list and decide which ones you'll apply to.

#### Prompt to use:

- Here's the list of colleges I'm interested in [*type in all the colleges you've researched and liked*]. You're going to help me select which ones I should apply to. What information do you need to know about me to help me pick my top colleges?
  - [*Respond to the questions the chatbot asks*]. Based on my responses, help me prioritize and narrow down my list of colleges.

### Step 2: Create a schedule for preparing your application

Most college applications include sections for your personal information, academic record, extracurricular activities, and essays. Some colleges also require letters of recommendation.

#### Create a weekly schedule

##### Prompts to use:

- **Use the following prompt with Bard or Bing, which can access web pages:**
- I am applying for [*insert all the schools you are applying to*]. Create a list of the deadlines for applications and include what each college requires as part of the application.
- [*Paste in your list of deadlines and application requirements*] Identify from this list which requirements are common that I can reuse and adapt, and which ones are unique.
- Based on this list of deadlines and requirements, give me a week by week timeline for this application process with milestones and deliverables. [*Paste in your list of deadlines and application requirements*].



## Step 3: Work on your application

### Get letters of recommendation

Plan ahead. You want to give folks 4-6 weeks to write your letters of recommendation.

First, you need to decide who to ask.

#### Prompt to use:

- I need letters of recommendation for my college application. Interview me so that you can help me figure out who are the best people to ask for these recommendations.
  - **Answer as many questions as you can.**
  - *[Copy and paste your answers to the questions]*. Using these answers, please generate a list of people I can ask for recommendations.

Second, you need to gather a list of your achievements to give to your letter writers.

#### Prompt to use:

- I am asking these people to write letters of recommendation for me for my college application *[insert the people you'll ask, e.g., my soccer coach, my English teacher, and my guidance counselor]*. You are going to help me list out my accomplishments that I'd like the recommenders to highlight by interviewing me.
  - **Answer as many questions as you can.**
  - *[Copy and paste your answers to the questions]*. Using these answers, please generate a list of my accomplishments that I can give to each person who will write my recommendation.

Third, you need to make the ask

#### Prompt to use:

- Can you draft a short script that I can use to request the letter of recommendation from each of these individuals?

Fourth, send your list of accomplishments and any other important details and say thank you!

Don't forget to send: 1) a thank you note once they agree to write your letter, 2) occasional deadline reminders, and 3) a thank you note after they submit your letter.

#### Prompt to use:

- List ideas on how I can personally thank the people who wrote letters of recommendation for my college application, *[insert everyone who helped, e.g., my coach, my English teacher]*.

# Your AI Prompt Guide



Write a personal statement

Download our [free guide](#) for writing a personal statement

Write a college admissions essay

Download our [free guide](#) for drafting your college admission essay.

## Step 4: Submit your application

Congratulations! It's time to submit your application. Refer to your schedule to stay on track and double-check that all parts of your application are complete and well-prepared.

## Khanmigo can help you reach your goals



Don't forget to celebrate your achievements along the way! Applying for colleges is no easy task. If you want more personalized support, [check out Khan Academy's AI tutor, Khanmigo](#). From coaching you through the application process to helping you prepare for the SAT, Khanmigo gives you unlimited help.