Mercy High School
College Application Checklist

Instructions: Use this sheet to check off the tasks needed to complete your college applications. The items in Part One only need to be completed once per student. The items in Part Two must be completed for every individual college you are applying to. ****Please note all Mercy generated forms can be found in Naviance Student and in the Counseling section of Mercy's website.

Part One *(items to be completed one time only)*

_____ 1. Register on Naviance:

> **Already registered:**
> 1. Log in with your Mercy email address and password.
> 2. Forgot your password? Click on the "forgot my password" link to reset it.

> **Not yet registered (video directions available):**
> 1. Go to http://connection.naviance.com/mercyhigh . Link is also on the Counseling website.
> 2. If not yet registered, click on **"I need to register"** on the right side of the screen.
> 3. Type in your passcode provided by Mercy Counseling Office.
> 4. Type in your email address (use Mercy account).
> 5. Select a password.
> 6. Check your email for a message from "Naviance Student" and click on the link provided to activate your account.

_____ 2. Determine whether any of your schools are Common App Schools. If you are applying to any Common App schools, also complete the following:

> _____ Set-up a Common App account and complete FERPA waiver in the application **(video directions available)**

> _____ Match Common App Account to Naviance Account **(directions below & in video format)**

> ***After** you have created a Common App Account **and** signed the Common App FERPA Release Authorization on Common App, then you are ready to complete the "matching" process.
> 1. Write down the email address used to create your Common App account.
> 2. Log in to Naviance Student
> 3. Click the "Colleges" tab.
> 4. Click "Colleges I'm Applying To."
> 5. At the top of the page highlighted in dark pink, click on, "Match Accounts."
> 6. Follow prompts to complete the matching process.

_____ 3. Determine which school(s) <u>require</u> Teacher Letters of Recommendation and, if so, how many. If any school requires a Teacher Recommendation, also complete the following **(video directions available)**:

> _____ Determine which teacher(s) to ask. Ask teacher face-to-face.

> _____ Complete a "***Teacher Recommendation Request Form***" and give to teacher.

> _____ Complete the FERPA waiver in the Common App (if applicable).

> _____ If applying to a Common App school, go to Naviance and "electronically" make teacher recommendation request under the "College" tab (see below for directions).

_____ 4. Prospective college student-athletes complete NCAA Eligibility Center information, <u>if applicable.</u>

_____ 5. Complete "***Counselor Recommendation Request Form"***.

_____ 6. Turn the following into the Counseling Office:

1. "***Consent to Release Student Records***" form
2. "***Counselor Recommendation Request Form"***
3. **One-time transcript fee of $20 (cash or check made out to Mercy High School)**

Note: Transcripts cannot be requested in Naviance Student until the above are received in the Counseling office. Mrs. Burek will contact you (the student) by email, letting you know that transcripts can now be requested in Naviance.

Part Two *(items to be completed for each and every college application)*

_____ 1. Determine type of admission you are applying for (Early, Rolling, etc)

_____ 2. Determine application deadline: _____/_____/_____

_____ 3. Complete application using Common App, if applicable, or School-Specific online application/form

_____ 4. Complete essay(s) and supplemental materials, <u>if applicable</u>.

_____ 5. Pay application fees, <u>if applicable</u>.

_____ 6. Send official ACT/SAT scores (if not completed at the time of exam registration)

_____ 7. **Request transcript using Naviance Student (video directions available):**
   a) Select the "**Colleges**" tab in Naviance Student
   b) Click the "**Colleges I'm thinking about**" link. Using this list, check the appropriate box for the college you are applying to and click on "**Move to Application List**."
   c) To confirm application/transcript requests, identify the "type of deadline", "how the application will be sent to the college" and if the application has been "submitted" to the college at the time of the transcript request.
      ● At any time, click on the "Colleges I'm applying to" link to view the list.
   d) You can also add colleges to the "Colleges I'm applying to" list by clicking the "+" symbol highlighted in dark pink.

<u>Note: Transcript requests will be processed beginning <mark>September 3rd</mark></u>

_____ 8. **Request teacher recommendations using Naviance Student:**

**Reminder: Teacher recommendation requests/invitations will be made in Naviance Student. Do not use the Common App online "school forms" system to invite teachers to complete recommendations.
   a) Select the "Colleges" tab in Naviance Student
   b) Click on "Apply to College"
   c) In the drop down menu, click on "Letters of Recommendation"
   d) Click "Add Request"
   e) Select teacher name from the drop down menu. Your teacher will receive an email from Naviance reminding them of your recommendation request.

Key Deadlines:
● The Counseling Office will accept transcript requests starting <mark>**Tuesday, September 3rd**</mark>.
● If you are applying to a college with an Early Action deadline of Nov. 1, the last day to make transcript requests in Naviance is <mark>**Thursday, October 10th**</mark>.
● The last day to submit transcript requests before Christmas break is <mark>**Wednesday, November 27th.**</mark>