

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 and on the Counseling 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?
 - a. Click on the "forgot my password" link to reset it.

Not yet registered:

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 "Family Connection" 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:

_____ Register on Common App and complete FERPA waiver

_____ Match Common App Account to Naviance Account (see below for directions)

***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 your Common App "username/password" and email address chosen for the account
2. Log in to Naviance: Family Connection
3. Click the "Colleges" tab
4. Click "Colleges I'm Applying To"
5. At the top of the page, the "Common App Account Matching Screen" is displayed.
6. Follow prompts to complete the matching process.

_____ 3. Determine which school(s) require Teacher Letters of Recommendation and, if so, how many. If any schools require a Teacher Recommendation, also complete the following:

_____ Determine which teacher(s) to ask. Ask teacher in-person.

_____ Complete a "**Student Profile for Teacher Recommendation**" form for each teacher.

_____ If applying to a non-Common App school, provide teacher with a stamped envelope addressed to the school

_____ Allow teacher 3 weeks to provide recommendation.

_____ 4. Prospective college student athletes complete NCAA Eligibility Center information (If applicable)

_____ 5. Complete “**Student Profile for Counselor Recommendation**” form.

_____ 6. Turn the following into the Counseling Office:

1. “**Consent to Release Student Records**” form
2. Transcript fee of \$20
3. “**Student Profile for Counselor Recommendation**” form

Note: Transcripts cannot be requested in Naviance until the above are received in the Counseling office.

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, if applicable.

_____ 5. Pay application fees, if applicable.

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

_____ 7. **Request transcript using Naviance:**

- a) Select the “**Colleges**” tab in Family Connection
- b) Under the “**My Colleges**” tab, click the “**Colleges I’m thinking about**” link on the left. 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 requests, check the appropriate boxes next to the college name: “Application Type”, “Request Transcript”, and “Submitted Application.”
 - Note: If you have not submitted your application to the college at the time you make your transcript request, you will need to go back into Naviance to confirm application submission. Click on “Colleges I’m applying to” link; under the “My App” column, click on “have you applied?” to indicate application submission.
- d) At any time, click on the “Colleges I’m applying to” link on the left, to view the list.
- e) You can also add colleges to the “Colleges I’m applying to” list by clicking “add to the list” and/or “request transcripts” link.

Note: Transcript requests will be processed beginning September 3rd.

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

****Reminder: Teacher recommendation requests/invitations will be made in Naviance: Family Connection. Do not use the Common App online “school forms” system to invite teachers to complete recommendations.**

- a) Select the “Colleges” tab in Family Connection
- b) Under the “My Colleges” tab, click on “Colleges I’m applying to”
- c) Scroll down to “Teacher Recommendations”
- d) Click “Add/Cancel 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 **Tuesday, September 3.**
- 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 **Friday, October 18.**
- The last day to submit transcript requests before Christmas break is **Thursday, December 5.**