

The College Application Process for Seniors at Mount Vernon High School

All colleges either take The Common Application, or their own online application that is only for their school. The Common Application is one application that can be sent to multiple colleges if they all accept it. For a list of schools that accept The Common Application, go to this link:

<https://www.commonapp.org/explore/>

If your school does not take The Common Application, you can find their own application on their webpage. (Called applying direct to institution in Naviance)

Applications are not considered complete until your high school transcript and test scores have been sent, and application fees have been paid. Once you have submitted your application online, most schools then tell you what exactly they need to finish your file. Below is a general checklist of what to do after you have hit “submit”.

- Login to NAVIANCE and add your schools to the “schools I have applied to” list. If you used The Common Application, link your Common App to Naviance by entering the email address you used on your Common App account. If it won’t link, you need to go back into your C.A. and finish the FERPA release, then try again. Please make sure to select what kind of application you completed (Common App. Or Direct to Institution).
- In Naviance, you can also select the teachers you would like to complete your college recommendation letters. There will be a drop down box that you can select their name from and it will send them an email with your request. These will be sent automatically with your transcript. If you used the C.A., use Naviance to complete your letters of recommendation.
- Come to the guidance office and fill out a request form to have your transcript sent. We will send it electronically through Naviance but not until you have submitted a paper transcript request form.
- If the school you applied to needs an “official” ACT or SAT score, you will need to request these online through your online account through either ACT or College Board. If they said an “unofficial” score is fine, they will be included on your high school transcript when it is sent. (Most schools need official scores)
- If you are requesting a fee waiver because you qualify, make sure your counselor is aware when requesting your transcript be sent.