

# MHS College Checklist

## Where am I applying?

- RESEARCH: Utilize [Naviance](#), College Board, friends and family to identify schools of interest
- IDENTIFY: College Fairs and Open Houses (virtual or in person) where you can gather information- e.g. [NACAC](#)
- SCHEDULE: College visits either in person or online
- ADD: 3-12 schools to Naviance in the "Colleges I am applying to" section
- UPDATE: Application type and deadline for colleges in Naviance
- DETERMINE: Application requirements like standardized testing and financial aid deadlines

## Application Requirements

- Register for standardized tests if required
- Send scores directly to colleges from [collegboard.org](#) or [actstudent.org](#) (THIS DOES NOT COME FROM MHS)
- If applicable, ensure [NCAA](#) registration is complete (if D1 or D2, check with Athletic Director)
- If applicable, identify art portfolio or audition requirements for schools
- Determine if colleges on your list take the Common App or a school specific form (\*sometimes applying using the school form is free so check first before using one you must pay for)

## Completing the application

- Create an account at [commonapp.org](#)
- Complete FERPA waiver in Common App
- Complete Common App account matching in Naviance
- Add all colleges to Common Application, choose application deadline, and review questions for each school.
- Review essay prompts and begin writing a draft

## Recommendation requirements

- Complete Counselor Recommendation Questionnaire in Naviance and/or meet with your school counselor in person \*This should be done at least two weeks prior to your deadline
- Ask teachers in person first for a recommendation, when they agree, add them to teacher recommendation in Naviance

## Final steps

- When your application is complete...SEND IT!!
- Request transcripts on Naviance and email your counselor to let them know you have applied. They will then send all the required information
- Follow up with a thank you note for your teachers who wrote letters of recommendation for you