



# NAZARETH ACADEMY HIGH SCHOOL

4001 Grant Avenue, Philadelphia, PA 19114  
NazarethAcademyHS.org

Tele: 215.637.7676  
Fax: 215.637.8523

*Office of Counseling*

## Checklist for Senior College Application Process

- Write your college essay and have it reviewed by the English department or someone you trust.
- Create a Common Application Account/ Coalition Account
- Complete Common Application Account Matching Process in Naviance to link Common Application and Naviance
- Apply to schools using Common App, Coalition, College website, college portal, etc.
- Send SAT/ACT to Colleges using testing website
- After you apply, request transcripts
  - Inform the college counselor you have applied and give her a copy of the transcript request form.
  - Transcript request fee is \$3.00 for each college
- Continue to check your account/emails for each college. Make sure each college application is complete.
  - Ensure that everything is submitted (The application itself, your transcript, your SAT/ACT scores)
- Search for scholarships.
  - Utilize NAHS scholarship resources, online search engines, community resources and college resources.
- At the beginning of the Second Semester request a Mid-Year Report.
  - Only if the college wants a Mid-Year Report, or if you want a Mid-Year Report sent.
- College Acceptances and Scholarship Letters
  - Please email the college counselor a copy of all college acceptances, scholarship letters and any announcements of money for college.
- Send your deposit on time (typically May 1<sup>st</sup>...be sure to check)
- After you send your deposit to the school you will attend, withdraw your applications from all other colleges (you will free up a spot for students who are still waiting)
- Let College Counselor know you have committed to a college
  - The college counselor will record your attending college and where your final transcript be sent.
  - The college counselor will also review and update all of your colleges in Naviance.
- Complete and return the Pre-Graduation Form, (which you and your parents must sign)
  - Note: When the Graduation Booklet is being prepared, the Pre-Graduation Form and College Scholarship Letters will be given to the main office.
- Final transcripts will be sent by mid-June once transcripts are finalized.

*Embracing Faith, Family and Education*

*Accredited by Middle States Association of Colleges and Schools*