VILLA MARIA ACADEMY HIGH SCHOOL

2026 Transfer Application Guide

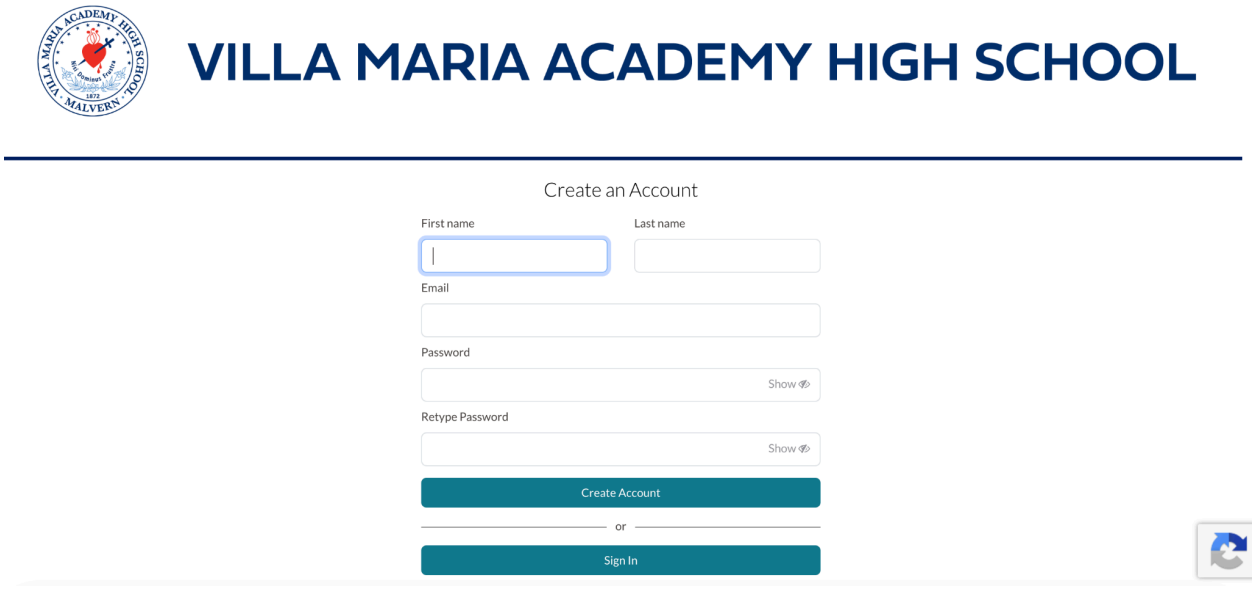
Villa Maria Academy High School (VMAHS) uses an Admissions Portal hosted by Finalsite Enrollment. Please note that the following step-by-step process is for demonstration purposes only. Questions? Please contact the Admissions Team at admissions@vmahs.org

Transfer applications for mid-year entry will be reviewed on a rolling basis. For transfer applicants applying for the following school year, applications will be reviewed beginning March 1.

Completing the Online Application

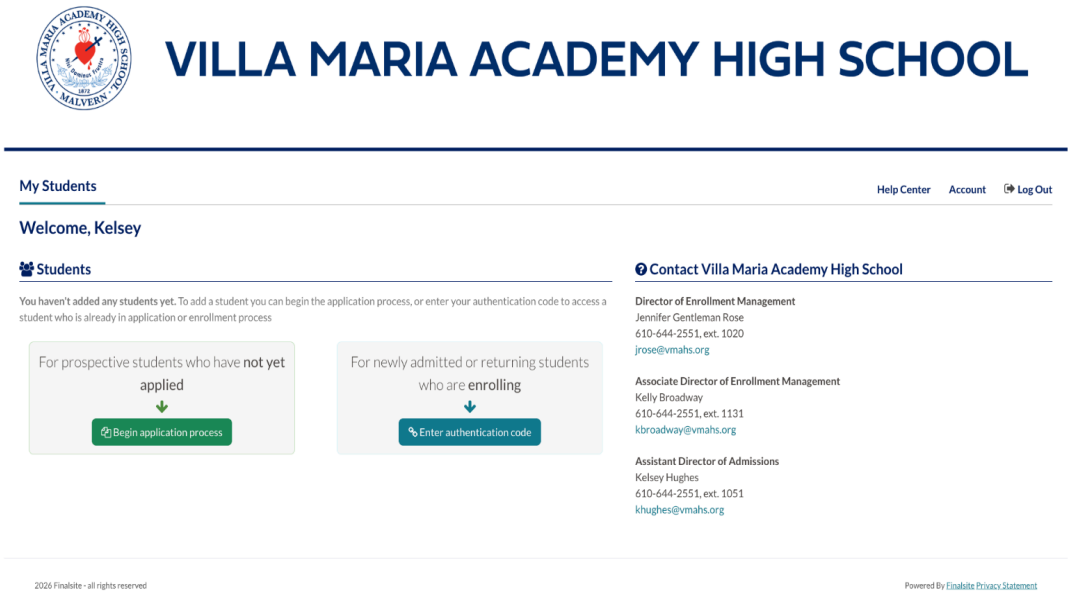
STEP 1:

Create a Finalsite Enrollment Account at https://vmahs.schooladminonline.com/users/sign_in. If you already have a VMAHS Finalsite Enrollment account, please enter your login credentials and click the blue "Sign In" button. If you need to create a new VMAHS Finalsite Enrollment account, click the blue "Create An Account" button.



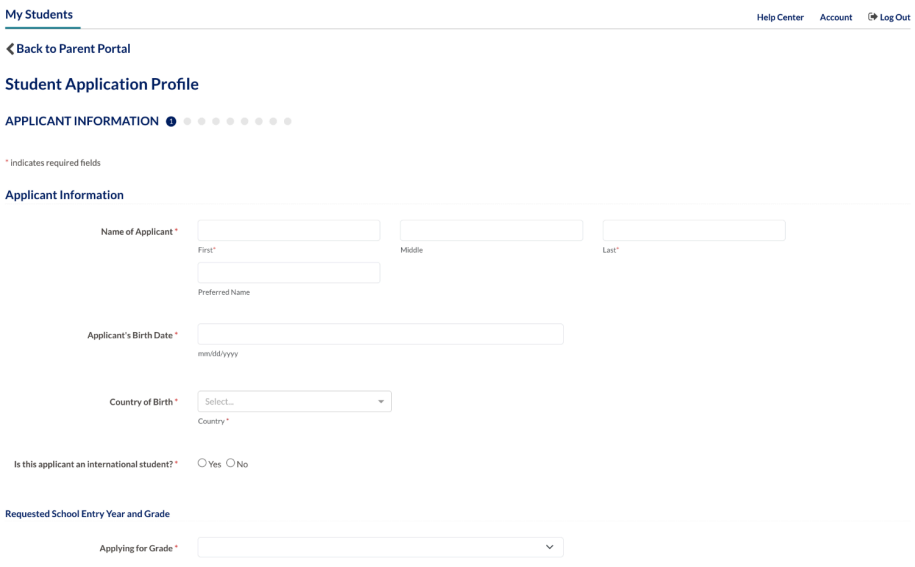
Step 2:

For prospective students who have not yet applied to VMAHS, click the green “Begin Admissions Process” button.



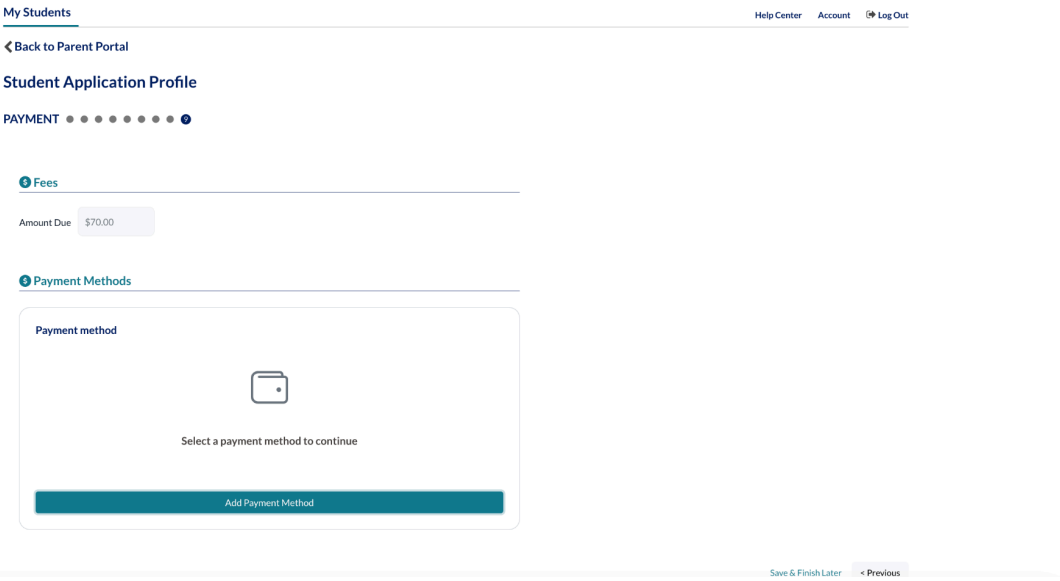
Step 3:

Complete all pages of the online application, which includes information for the applicant, academics, household, sibling, alumnae and IHM connection, student interests, and signature.



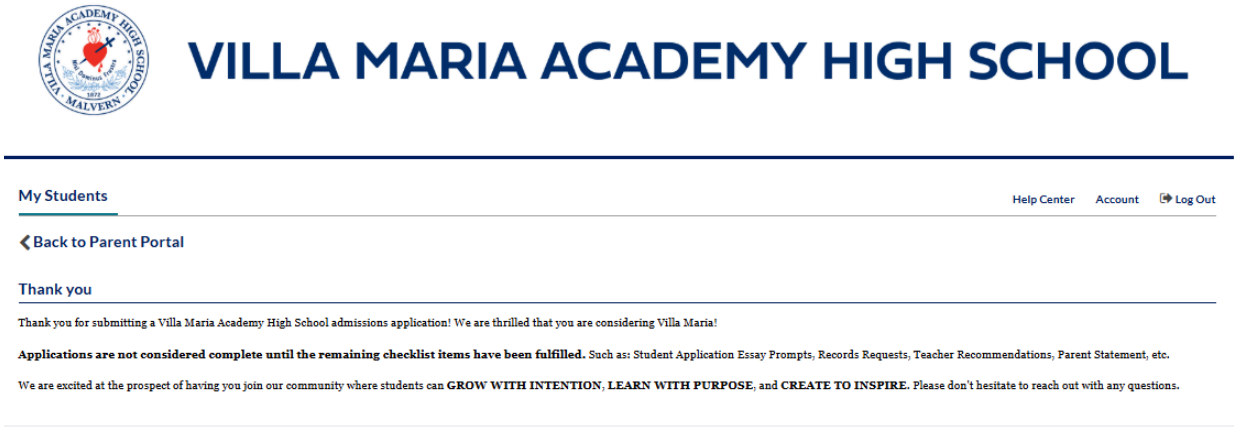
Step 4:

Upon completion of all application sections, you will be directed to a payment screen to pay the $70 application fee. We accept the following credit cards for this payment: American Express, Discover, Mastercard, and Visa.



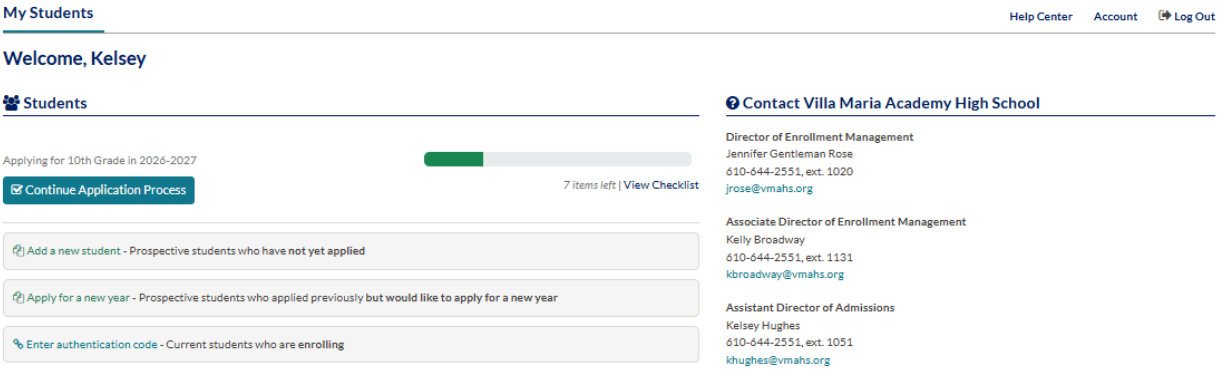
Step 5:

Once your application has been submitted, you will see the "Thank You" screen. You will also receive a confirmation email confirming that you application has been submitted.



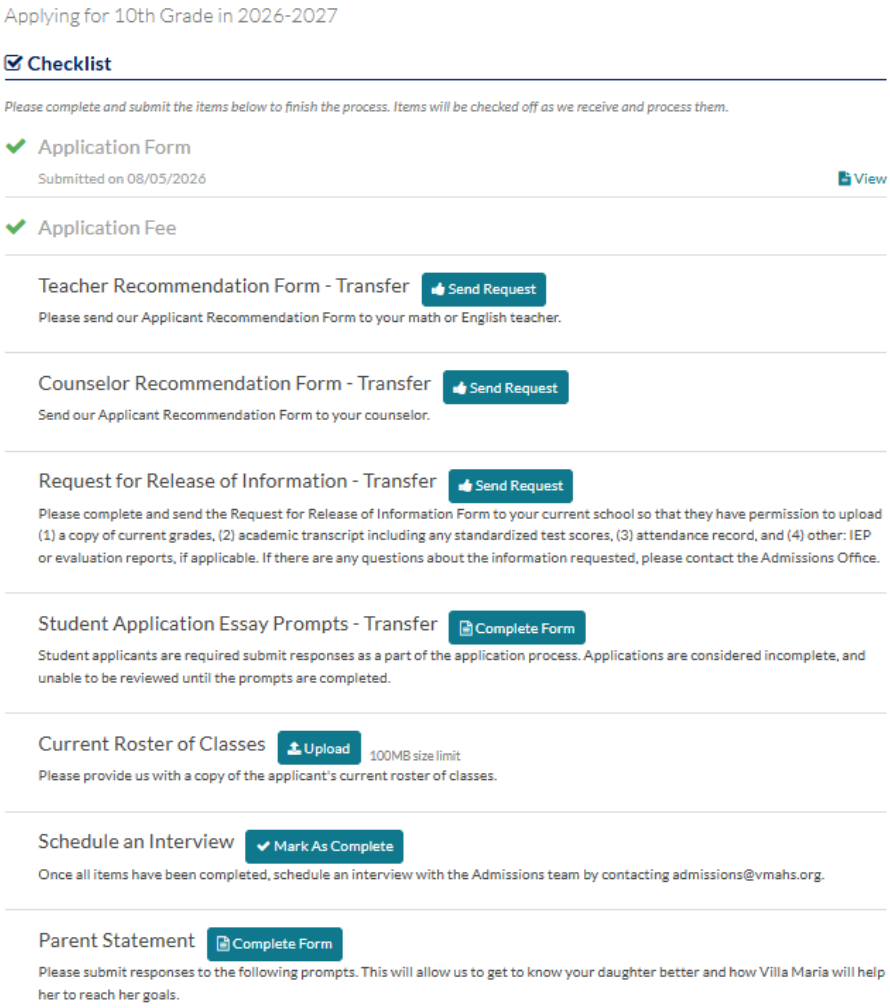
From this "Thank You" screen, click on the black "Back to Parent Portal" text. On the Parent Portal main screen, you can click the blue "Continue Admissions Process" button or the "View Checklist" button (under the green progress bar) to complete other admissions materials for your student (i.e. submit student application essay; request a letter of recommendation; request transcripts, etc.)

If you need to complete an application for another prospective student, click the green "Add a new student" text from this parent portal main screen.



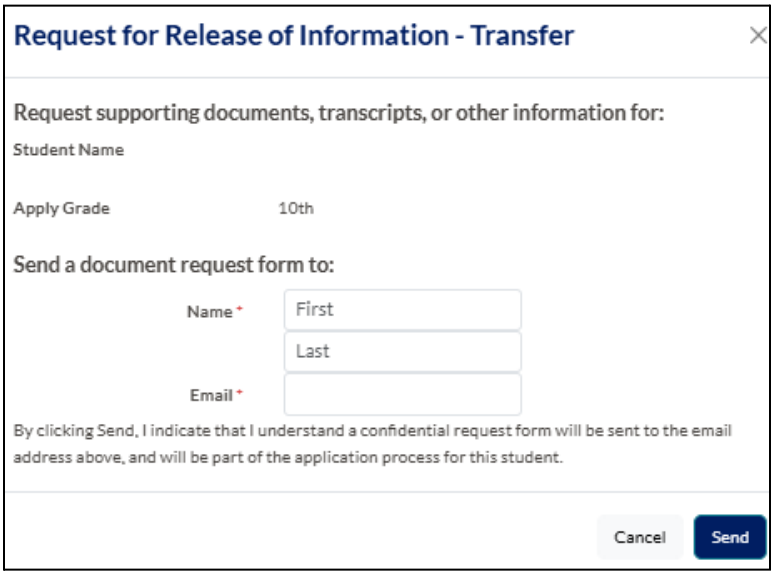
Completing the Admissions Checklist

The Admissions Checklist includes all other required items and documents necessary for prospective students to be considered for admission to Villa Maria Academy High School. **This can be accessed at any time by logging in with the credentials you created when you submitted your daughter's application.** As you complete these items, a green check mark will be placed next to each checklist item.



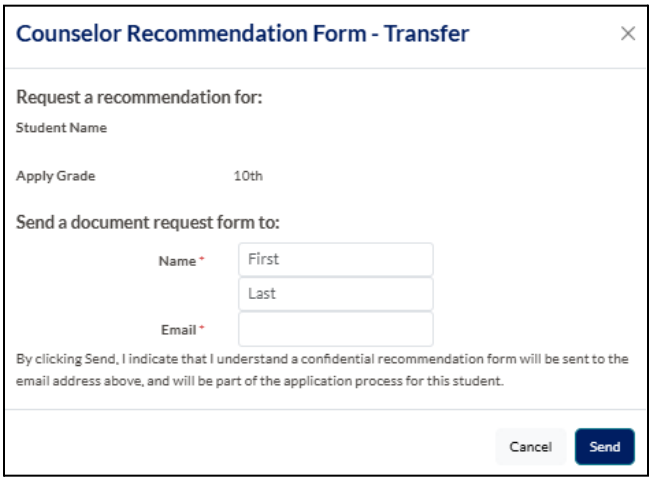
Request for Release of Information:

Send our Request for Release of Information Form to your current school by clicking the blue "Send Request" button next to the "Request for Release of Information" item on the checklist. A box will appear where you are able to enter the name and email address of your school's office administrator. An automated email will then be sent requesting the required documentation. Once these items have been received from your current school, a green check mark will be placed next to this checklist item.



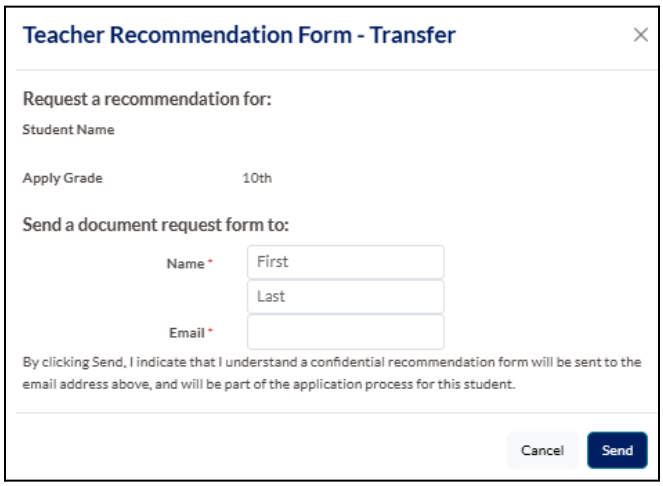
Counselor Recommendation:

Send our Applicant Recommendation Form to your counselor by clicking the blue "Send Request" button next to the respective "Counselor Recommendation Form - transfer" item on the checklist. A box will pop up where you can enter the name and email address of the counselor. An automated email will then be sent requesting the confidential recommendation. Once these completed recommendations have been received, a green check mark will be placed next to each checklist item.



Teacher Recommendation:

Send our Applicant Recommendation Form to your Math or English teacher by clicking the blue "Send Request" button next to the respective "Teacher Recommendation Form - transfer" item on the checklist. A box will pop up where you can enter the name and email address of the teacher. An automated email will then be sent requesting the confidential recommendation. Once these completed recommendations have been received, a green check mark will be placed next to each checklist item.



STUDENT APPLICATION ESSAY PROMPTS:

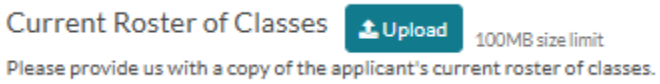
Your daughter should submit responses to the Student Application Essay Prompts as soon as possible. Please note that until it is complete, your daughter's application will be considered incomplete and cannot be reviewed for admission. Suggested response word counts are 100-200 words per prompt.

PARENT STATEMENT:

To provide more information about your student, please complete the parent statement. This helps us to understand each applicant better! Submit answers to all applicable questions.

CURRENT ROSTER OF CLASSES:

Please provide us with a copy of the applicant's current roster of classes. This can be uploaded as a PDF by clicking the blue "Upload" button.



IF APPLICABLE:

• Submit a recent copy of a Psycho-educational Evaluation, IEP, 504, or Qualified School Educational Plan.
• Apply for financial aid.
• Once all items have been completed, the applicant can schedule an interview with the Admissions Team by contacting admissions@vmahs.org

OPTIONAL ITEMS:

Other optional admissions checklist items include:
• Experiencing our campus via an event (Open House, 8th Grade Visit Villa Day, Good Morning at Villa).
• Please note: Events will show up on the admissions checklist as registrations open. Click the blue "Schedule Appointment" to register.
• Scheduling a tour.
• Uploading a recent photo of the applicant.

FAQs

Q: How do I make an edit to my application after it's been submitted?
A: Please email admissions@vmahs.org with any updates.

Q: Do I need to upload my daughter's photo?
A: No, this is an optional step. If you are comfortable uploading a photo, it allows the Admissions Team to put your daughter's face to her name sooner.

Q: Can my daughter apply mid-year?
A: Yes! Mid-year transfer applicants are reviewed on a rolling basis. Please be sure to get in touch with admissions@vmahs.org to learn more.

Q: Can I apply for financial aid?
A: Families are welcome to apply for aid, however, limited financial aid is available for transfer students. For more information, please visit our website, www.vmahs.org/admissions/tuition-and-financial-aid

Q: Are there transfer scholarships available?
A: Yes! Two scholarships are available for transfer students: Love in Action and Alumnae Legacy Scholarship. For more details and to apply, visit, www.vmahs.org/admissions/scholarships

If you have any other questions, please feel to reach out to the VMAHS Admissions Team at admissions@vmahs.org or by calling 610-644-2551.