

VA College Application Checklist

*Instructions can be found on the VA Counseling Corner website:

<https://www.aacps.org/Page/9769>

APPLICATIONS

- Establish your Naviance account
- Create a list of schools you are applying to
- Add schools you are applying to your Naviance account under "Colleges I'm Applying to"
- Establish a Common Application account if needed
- Establish a Coalition Application account if needed
- LINK Common App account with Naviance

TRANSCRIPTS

- Submit a signed transcript release form on PowerSchool
- Request your initial transcripts on Naviance
- Pay \$2 per transcript to the Virtual Academy after

TESTING

- Send SAT and/or ACT scores directly to the schools you are applying to
**Remember, your test scores are NOT part of your official Virtual Academy school record and you must request these be sent directly from your student account on each of the testing websites. Give at LEAST a 4-6 week lead time on requests.*

LETTERS OF RECOMMENDATION

- Research how many letters of recommendation are needed
- Request teacher recommendations
- Request counselor recommendation
- Complete Letter of Recommendation Packet
- Upload Letter of Recommendation Packet AND click SHARE with your teacher and counselor
- Email your teacher/counselor recommender to inform them your packet has been uploaded
- Include copy of resume with Letter of Recommendation Packet (mandatory)

SUPPLEMENTAL & OPTIONAL MATERIALS

- Draft, proof, proof again, & finalize essay
- Write any supplemental questions for applications
- Schedule admissions interviews/auditions/portfolio reviews

APPLICATION WRAP UP

- Submit and pay for applications
- Write recommenders a thank you note