

Applying to College?

Complete these tasks for a smooth application process! Questions? Feel free to call or email us!

You can reach all CVU Counselors by calling 482-7137 or by using the numbers and emails below:

Chittenden (A-K): Naomi Williams (nwilliams@cvsdvt.org) 482-7192
Chittenden (L-Z): Sara O'Hare-Hughes (soharehughes@cvsdvt.org) 482-7192
Fairbanks: Russ Aceto (raceto@cvsdvt.org) 482-7124
Nichols: Jen Bickel-Hayes (jbickelhayes@cvsdvt.org) 482-7119
Snelling: Gavin Santacross (gsantacross@cvsdvt.org) 482-7159
Flexible Pathways Counselor: Susie Moakley (smoakley@cvsdvt.org) 482-7128
Lead Counselor: Tim Wile (twile@cvsdvt.org) 482-7118

___ Log on to Naviance to complete a college search, if you have not already done so. (See your school counselor if you need instructions.) You can also research colleges on collegeboard.org or any other college planning site. Enter the names of colleges you are considering by going to the Colleges tab in Naviance and then clicking on "Colleges I'm thinking about."

___ Check if the colleges you are considering use the Common Application (if so, "CA" will be in the computer symbol next to the college's name). Create a Common Application (commonapp.org) account if needed and/or begin other applications.

___ Consider whether you are applying to colleges under the Early Action, Early Decision or regular decision plans. Please note if any of your schools have early or unusual deadlines. (Some deadlines are as early as October 1.)

___ If applying for financial aid, please make note of those deadlines as well. The FAFSA and VT Grant applications (as well as the CSS Profile) can be completed as early as October 1, 2021.

___ Schedule your future planning appointment at least four weeks before your first deadline. You can email your school counselor with your availability and request an appointment.

___ Review your transcript with your counselor to ensure its accuracy.

___ Check colleges' testing requirements. Most colleges will continue to offer a test optional policy for this application year.

___ For each college you are applying to that requires standardized test scores, request official test scores from CollegeBoard (SAT) and/or ACT. **Please note that CVU does not maintain or send official scores.**

____ When you decide to what colleges you are applying, add the names to your “Colleges I’m applying to” list. There are two ways to do this. If the college is already on your “Colleges I’m thinking about” list, you can go there, click on the box before the college name, and click on “Move to Application List” at the top of the page. If the college is not already on the “thinking about” list, you can add them by going to the “Colleges I’m applying to” link and clicking on the red + button. You must indicate your application deadlines there. Be careful doing this, as teachers use this information to prioritize their letter writing.

____ At this point, you will also need to indicate what type of application you will be using. If you have any questions about this, please see your counselor.

____ When you add colleges to the “Colleges I am applying to” list, you will be prompted for information about your transcripts that will be sent there. Please choose Initial as the transcript you want sent. **When you add a college to this list and request a transcript, please also email your counselor so they are aware of the request.**

____ Ask one or two teachers (depending on college requirements) for letters of recommendation, preferably academic teachers from your junior or senior years. (Please note: some teachers require a form called “Give this to your teacher.” This and other forms can be found in Naviance. From the bottom left of the Naviance home page, click on Document Resources, and then College Application Documents.) **Please check college requirements about letters of recommendation, as some schools do not require any, and some put a firm limit on the number they will accept.**

____ **AFTER** you have asked your teachers for letters of recommendation in person, enter their names in the Letters of Recommendation link under the Colleges Tab, in the Apply to Colleges section.

____ If you would like to ask your counselor for a letter of recommendation, please ask them four weeks before your first deadline. Not all colleges require counselor letters, and an advisor letter may also suffice. If you request a letter from your counselor, please complete the following required forms in Naviance:

- Personal Information Survey (under the “About Me” tab, then My Surveys, then Surveys not started)
- Three Teacher Feedback Forms (in Document Resources and then College Application Documents)
- Parent/Guardian Feedback form (ask your house counselor for a hard copy.)

____ Research the required essays for each college, and begin working on these. Please check the Supplemental essay section as well as the Questions section of the Common App for each college. Have a teacher, your school counselor, or other trusted adult look over your drafts.

____ Schedule interview(s) at your colleges, if necessary or desired. (Most colleges no longer require interviews.) If required, the interview may be done virtually.

____ Complete and submit applications by the deadlines. Have someone review your applications before you submit them. **Please notify your counselor if you apply to any college using a unique application provided to you by the college.**

____ Be sure to respond immediately to further requests from colleges. Please note that colleges sometimes take a few weeks to process materials.