Naviance College Application Process

**Important:** An actual college application should be completed on each college's website. If you are applying via the Common App, then you should fill out the application on [https://apply.commonapp.org/Login](https://apply.commonapp.org/Login).

**Step 1: Adding Active Applications**
You MUST complete the college application either on www.commonapp.org or at the school specific website.

1. Log into Naviance Student.
2. Click **Colleges I’m Applying To**, and then click the **pink plus sign**.

3. **Important**
   - Be sure to indicate the **type** of application: regular decision, rolling admission, early action, etc.
   - Be sure to clarify **How you are submitting?** This is **required** for some schools.

4. An icon will appear next to the school indicating what type of submission you have chosen.

   - ![CA](https://example.com) You have indicated that you are choosing to submit your application to that school through the Common App
   - ![Monitor](https://example.com) You have indicated that you are choosing to submit your application to that school through their own application system
   - ![Mail](https://example.com) You have indicated that you are choosing to submit your application to that school through either Common App or the school's application system, but they only accept transcripts through the mail.
Step 2: Requesting Transcripts

• Indicate which transcript you need sent to the college or university you are adding, and click Request and Finish.

OR

• Click Request Transcripts from your main Colleges I’m Applying To list, and select the college(s) you wish you receive a copy of your transcript. The last step will ask you to indicate which type of transcript you need sent.

Requesting Teacher Recommendations

Speak with the teacher in person to request a letter of recommendation, and give them at least three weeks to complete the recommendation.

1. Log into Naviance Student, and on the Colleges tab, click Letters of Recommendation.
2. Click Add Request to submit a new request to a teacher.
3. Select a teacher from the drop-down list.
4. Choose whether you want this teacher to write a unique letter of recommendation to specific colleges, or a general letter of recommendation to send to all colleges you add to your colleges I’m applying to list.

2. Select which colleges this request is for:

   - Choose specific colleges from your Colleges I’m Applying To list
   - All current and future colleges I add to my Colleges I’m Applying To list

5. Include any specific information about your request (if this is your first choice school, any specific program or major you are applying for, etc.), and then Submit the request.
6. To track your letter of recommendation requests, click on the status under the Status column (requested, submitted, etc.) to view the date and time your school sent the letter to the college.
How to Request Transcripts through Naviance Student (STUDENT)

Requesting Transcripts for College Applications

1. Log into your Naviance Student account

2. Click on “Colleges I’m Applying To” on the right hand side of the homepage

3. Click pink “+” button (top right) to add colleges to this list

4. Search for the school and select.

5. Select the App Type – Regular Decision, Early Action, Early Decision, Rolling • You must select the CORRECT type. If you are unsure, please read your application documents and/or ask your counselor!

6. Select the “I’ll submit my application” option.

7. Check box if you have submitted your application to the college

8. Make sure you select the button “Add and Request Transcript”
Requesting Hard Copy Transcripts for Scholarships, Athletics, NCAA

1. Go to the “Colleges” tab.

2. Go to “Apply to College” on the left side and select “Manage Transcripts.”

3. Click pink “+” button (top right) and select “Other Transcript”

4. Select the following:
   - What type of transcript are you requesting?
   - What is the transcript for?
   - What additional materials, if any, do you want to include?
5. Fill in the following
   - When is the transcript due?
   - Where are you sending the transcript?

6. Click “Request and Finish” button.

Checking Status of Requested Transcripts

1. Go to the “Colleges” tab.

2. Go to “Apply to College” on the left side and select “Manage Transcripts.”

3. View the status of all transcript requests.