

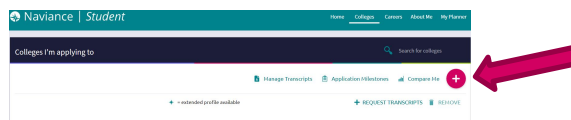
Naviance College Application Process

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>.

Step 1: Adding Active Applications

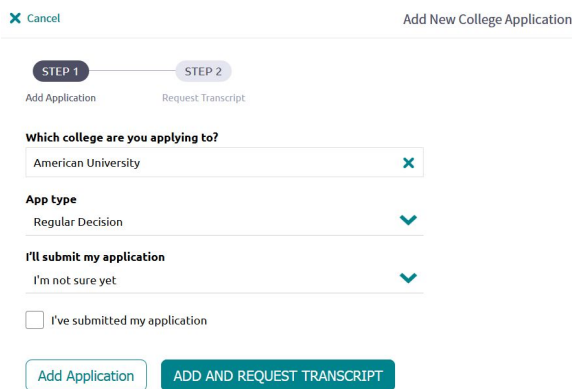
You **MUST** complete the college application either on www.commonapp.org or at the school specific website.

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.



You have indicated that you are choosing to submit your application to that school through the Common App



You have indicated that you are choosing to submit your application to that school through their own application system



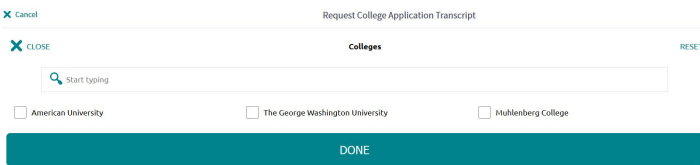
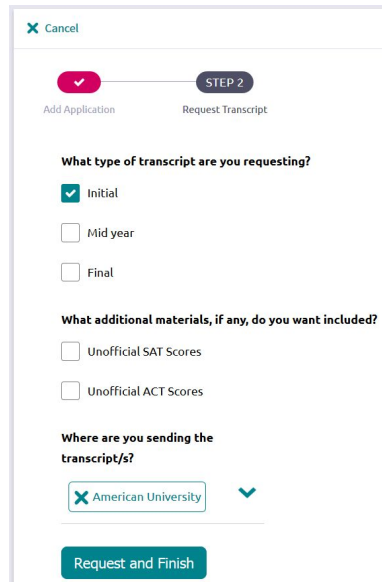
You have indicated that you are choosing to submit your application to that school through either Common App or the school's application system, but they only accept transcripts through the mail.

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.

- Log into Naviance Student, and on the *Colleges* tab, click **Letters of Recommendation**.
- Click **Add Request** to submit a new request to a teacher.
- Select a **teacher** from the drop-down list.
- 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 **i**

- 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.
- 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.