

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 <u>https://apply.commonapp.org/Login</u>.

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.

X Cancel	Add New College Application
STEP 1 STEP 2	
Add Application Request Transcript	
Which college are you applying to?	
American University	×
App type	
Regular Decision	~
I'll submit my application	
I'm not sure yet	~
I've submitted my application	
Add Application ADD AND REQUES	T TRANSCRIPT

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.

< close	Colleges		RESET
Q Start typing			
American University	The George Washington University	Muhlenberg College	

×	Cancel
	STEP 2
	Add Application Request Transcript
	What type of transcript are you requesting?
	✓ Initial
	Mid year
	Final
	What additional materials, if any, do you want included?
	Unofficial SAT Scores
	Unofficial ACT Scores
	Where are you sending the
	transcript/s?
	X American University
	Request and Finish

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.