

## The College Application Process Reference Guide

### Overview

Keep track of the colleges that you are applying to by using the **Colleges I'm Applying To** list. This list provides an overview of the college, the college deadline, transcript requests, and whether the application was submitted allowing you to easily keep track of your college application process. Additionally, view other college application information like requests for letters of recommendation, college events, and test scores.

### Accessing the List

1. From Naviance Student, **Colleges > Colleges I'm Applying To**.

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> The University of Akron	RD	Regular Decision May 1	N/A		Pending	?	Unknown <input type="button" value="EDIT"/> <input type="button" value="MORE"/>
<input type="checkbox"/> American University	RD	Regular Decision January 15	N/A	requested	Pending	CA	Accepted <input type="button" value="EDIT"/> <input type="button" value="MORE"/>
<input type="checkbox"/> Northern Kentucky University	ED	Early Decision -	N/A	requested	Pending		Unknown <input type="button" value="EDIT"/> <input type="button" value="MORE"/>
<input type="checkbox"/> Pennsylvania State							<input type="button" value="EDIT"/> <input type="button" value="MORE"/>

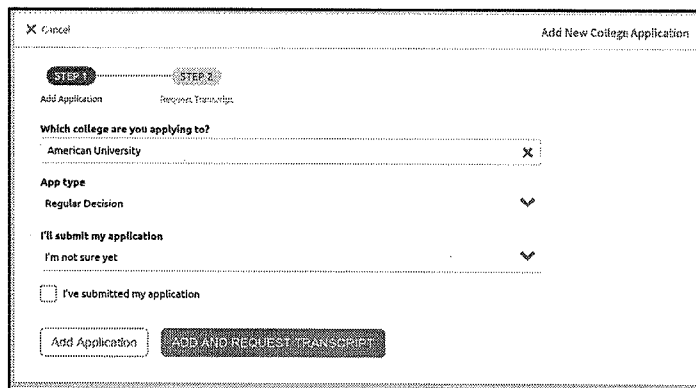
### Adding a College(s) to the List & Requesting Transcripts

Colleges can be added to the Colleges I'm Applying To list in two different ways:

- From the *Colleges I'm Applying To* list
- From the *Colleges I'm Thinking About* list

## From Colleges I'm Applying To

1. Click the **Add** button (+ sign).  
*The Add New College Application, Step 1 Add Application displays.*
2. From **Which college are you applying to?** use the drop-down or type the name of the desired college and select from the matches.
3. From **App Type** click the drop-down to identify your answer.
4. From **I'll submit my application?** click the drop-down to identify your answer.
5. If you have already sent in your application, select the checkbox labeled **I've submitted my application**. If not, leave it unchecked.

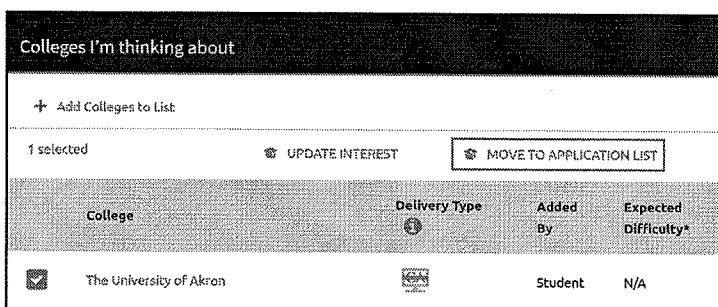


*If you currently do not need to request transcripts, select Add Application.*

6. Click **Add and Request Transcript**.  
*The Add New College Application – Step 2 Request Transcript displays.*
7. From **What type of transcript/s are you requesting?** select the checkbox(es) that identify your answer.
8. From **What additional materials, if any, do you want included?** select the checkbox(es) that identify your answer.
9. Review **Where are you sending this transcript?** to ensure the proper college name is displaying.
10. Click **Request and Finish**.

## From Colleges I'm Thinking About

1. From Naviance Student, navigate to **Colleges > Colleges I'm Thinking About**.
2. Place checkmarks in the checkboxes next to the schools to which you are applying.
3. Click **Move to Application List**.  
*The Move to College Applications, Step 1: Add Application/s displays.*
4. Use the drop-down menus to select the accurate responses.
5. If you have already sent in your application, select the checkbox labeled **I've already sent my application**. If not, leave it unchecked.



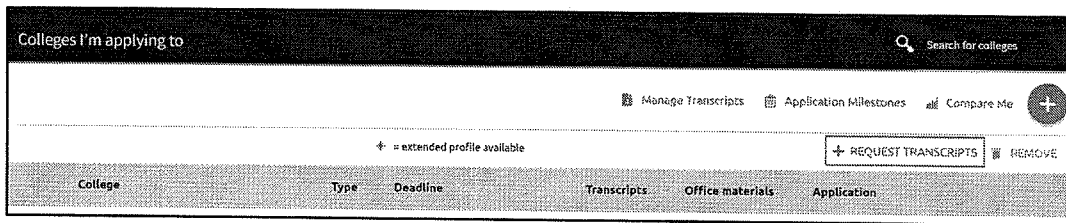
*If you do not currently need to request transcripts, select Add Applications.*

6. Click **Add and Request Transcripts**.  
*The Move to College Applications, Step 2: Request Transcripts displays.*
7. Select the accurate checkbox(es) for **What type of transcript/s are you requesting?** and **What additional materials, if any, do you want included?**
8. Review **Where are you sending this transcript?** to ensure the proper college name and deadline type is displaying.
9. Click **Request and Finish**. The college is added, and the request is made.

## Request Transcript

A transcript can be requested for schools that were previously saved to your **Colleges I'm Applying To** list.

1. From **Colleges I'm Applying To**, click **Request Transcripts**.



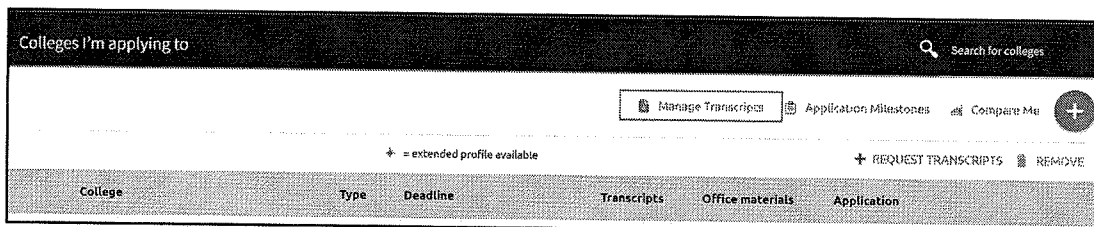
The Request College Application Transcript displays.

2. Use the checkboxes and drop-downs to answer the transcript-related questions.
3. Click Request and Finish.

## Manage Transcripts

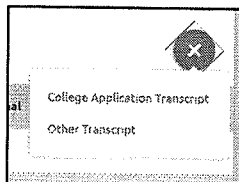
Use Manage Transcripts to keep track of your general transcript requests, whether for college applications or scholarships. This is also where you can request an unofficial transcript.

1. From the Colleges I'm applying to list in Naviance Student, click Manage Transcripts.



The Manage Transcripts page displays.

2. Here you can see all the institutions to which a transcript request has been associated.
3. Use the Add (+) button to add either College Application Transcript or Other Transcript.



Conf #/College Number	Request	Type	Requested	Due	Status	Notes	Print	Cancel Request
2332318	American Idol	College App	04/27/18		Pending	Requested		
2332318	American Idol in Bulgaria	College App	04/27/18	04/27/18	Pending	Requested		
2332318	Pennsylvania State University	College App	04/23/18		Pending	Requested		
2332318	Pitt Athletics	College App	04/23/18		Pending	Requested		
2332318	Harvard Prep	Other Trans	04/27/18	04/27/18				

Transcript fees		FEE STRUCTURE	
Total Requested:	\$	This is the transcript fee structure for your school.	
Total Value:	\$0	Base cost per transcript:	\$0
Paid to date:	\$0	Base cost apply for up to 2 transcripts:	\$0
YOU OWE:	\$0	Cost per additional transcript:	\$0

4. Use the checkboxes and drop-downs to answer the transcript-related questions.
5. Click Request and Finish.

**Request College Application Transcript**

Use this form to request transcripts for your college applications. You can request additional transcripts, such as 1-year transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application(s) will not be undone. You can check the status of any transcript request in Manage Transcripts.

**What type of transcript are you requesting?**

Initial

Final

**What additional materials, if any, do you want included?**

Unofficial SAT Scores

Unofficial ACT Scores

**Where are you sending the transcript/s?**

Naviance

Click on this link to view a video with instructions for requesting and managing transcripts in Naviance: <https://www.screencast.com/t/LMtSlif3e1>.

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## Other Application Information

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### Letters of Recommendation

\*\*\*Please speak with your teacher first to request a recommendation in person prior to submitting the request in Naviance\*\*\*

Request new and keep track of letter of recommendation requests from **Colleges > Apply to College > Letters of Recommendation**.

When adding a request, 1.) select a teacher to write the recommendation, 2.) indicate either a specific college or all colleges from your Colleges I'm Applying To list, and 3.) include any notes to share with your teacher. It is recommended that you make the request for all colleges on your Colleges I'm Applying to List so that your teacher only needs to upload one letter for all schools.

Click on this link to view a video with instructions for requesting letters of recommendation in Naviance: <http://www.screencast.com/t/yFlgLhUy>

### Matching Your Common App Account

The Common Application allows you to apply to more than one college through one application (also known as "The Common App"). You can set up a Common App account at: [www.commonapp.org](http://www.commonapp.org), and once you do so, you must complete a Common App "matching" process through Naviance. To Match your Common App and Naviance accounts, go to "Colleges">"Colleges I'm Applying To,"> then "Match Accounts." Scroll down and enter the email address used to set up your Common App account, along with your birthdate, then select "Match Accounts."

Click on this link to view a video with instructions for completing the Common App Account Matching process: <http://community.naviance.com/t5/Naviance-eDocs/Common-App-Account-Matching-Tutorial/ta-p/10008>