The College Application Process Reference Guide

Overview

To get started with college applications in Naviance Student, build an application list, and request transcripts and teacher letters of recommendation. After you build an application list and request documents, track document submission status and update application details.
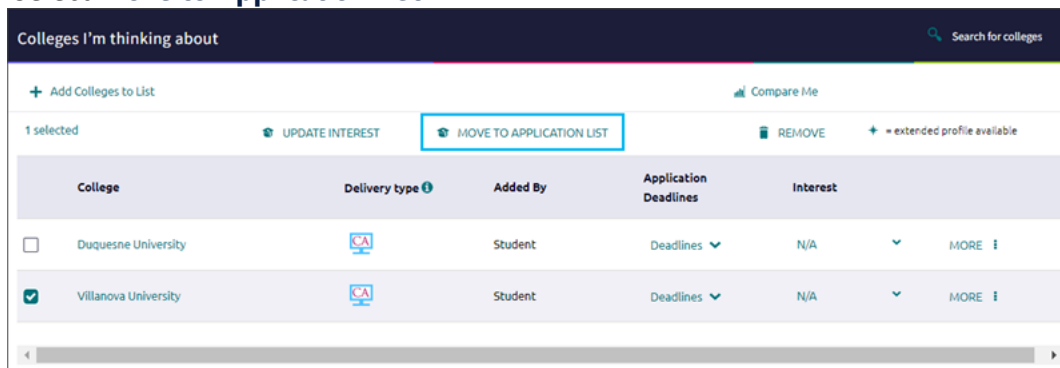
Build an Application List

You can build an application list by:

- Moving colleges from your Colleges I'm Thinking About list to your Colleges I'm Applying to list.
- Add colleges to your Colleges I'm Applying to list. As you add colleges to your application list, you can also request transcripts.

Move Colleges to Your Colleges I'm Applying to List

1. Select **Colleges** and then select **Colleges I'm Thinking About**.
2. Select the colleges you want to move to your application list.
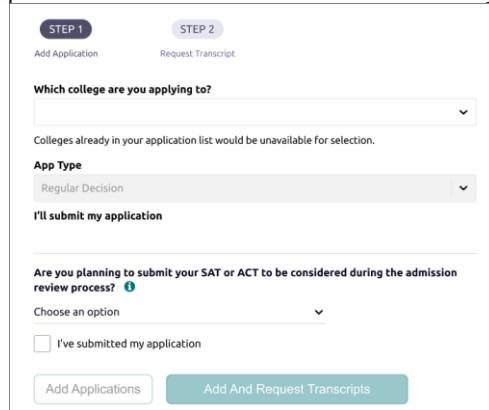3. Select **Move to Application List**.

4. From Step 1, answer the questions, indicate if you have submitted your application to the college, and then click **Add Applications**.
5. Alternatively, click **Add and Request Transcripts**. Select the transcript type to request and click **Request and Finish**.

Add Colleges to Your Colleges I'm Applying to List and Request Transcripts

1. Select **Colleges** and then select **Colleges I'm Applying To**.
2. Click **Add**.
3. Enter the name of the college to which you are applying and select it from the list.
4. Select an **App Type** from the list.

5. Optionally, indicate how you'll submit your application, if you have submitted your application, and if you plan to submit SAT or ACT scores with your application.
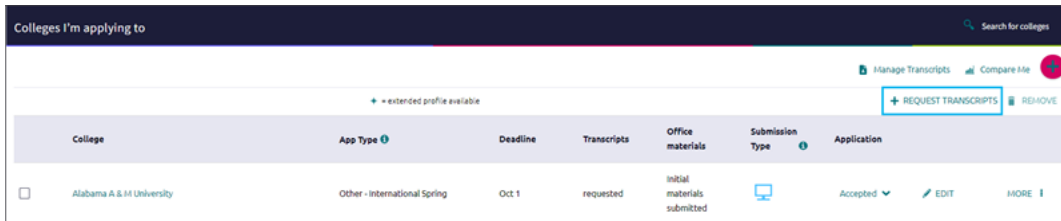

6. Click **Add Applications**.
7. Alternatively, click **Add and Request Transcripts**. Select the transcript type to request and click **Request and Finish**.

Request Transcripts

Request transcripts as you add a college to your list of Colleges I'm Applying To.

1. Select **Colleges** and then select **Colleges I'm Applying To**.
2. Select **Request Transcripts**.

3. Select the type of transcript you are requesting, select a college from your application list, or enter a college name, and then click **Request and Finish**.
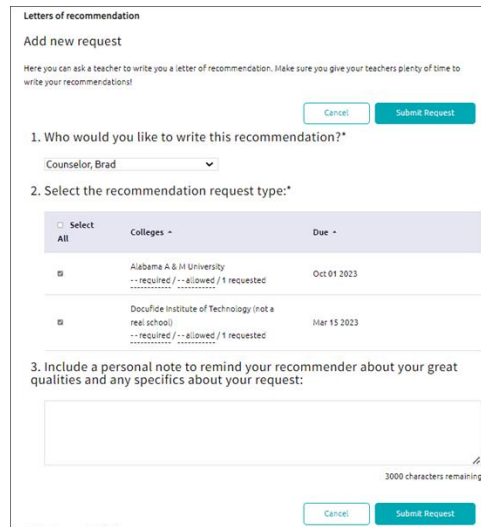
Alternatively, use:
• Request Transcript to request transcripts for colleges to which you are applying.
• Manage Transcripts to request college, scholarship, or other transcripts.

Request Teacher Letters of Recommendation

1. Select **Colleges** and then select **Letters of Recommendation** from Apply to College.
2. Click **Add Request**.
3. Select a teacher from the list.
4. Select **All Colleges** or specific colleges to invite a teacher to write a letter and send it to only the colleges that you have specified. You cannot request a letter of

recommendation if you have already requested the maximum number allowed by the institution.

5. Optionally, select **General Request** to invite a teacher to write a letter and send it to any college that you add to Colleges I'm Applying To list.
6. Enter a personal note of up to 3000 characters. Share information that you want the teacher to highlight in their letter.
7. Click **Add Request**.

Track Document Submission Status

Application Materials

Select **Colleges** and then select **Colleges I'm Applying To**. From **Transcripts**, review the status of your transcript request, either requested or submitted. From **Office Materials**, review the status of your initial, midyear, or final application materials, either pending or submitted.

Transcripts

Select **Colleges** and then select **Manage Transcripts**. Review the status or submission date for your initial, midyear, and final transcript.

Letters of Recommendation

Select **Colleges** and then select **Letters of Recommendation** from Apply to College and review the status of each request.

Hover over the status for each request to review details such as submission date and more.

Update Application Details

Update your application details such as app type, interest, result, and more.

1. Select **Colleges** and then select **Colleges I'm Applying To**.
2. Choose **Edit** for the college to update.
3. Update the details.
4. Click **Update Applications**.