

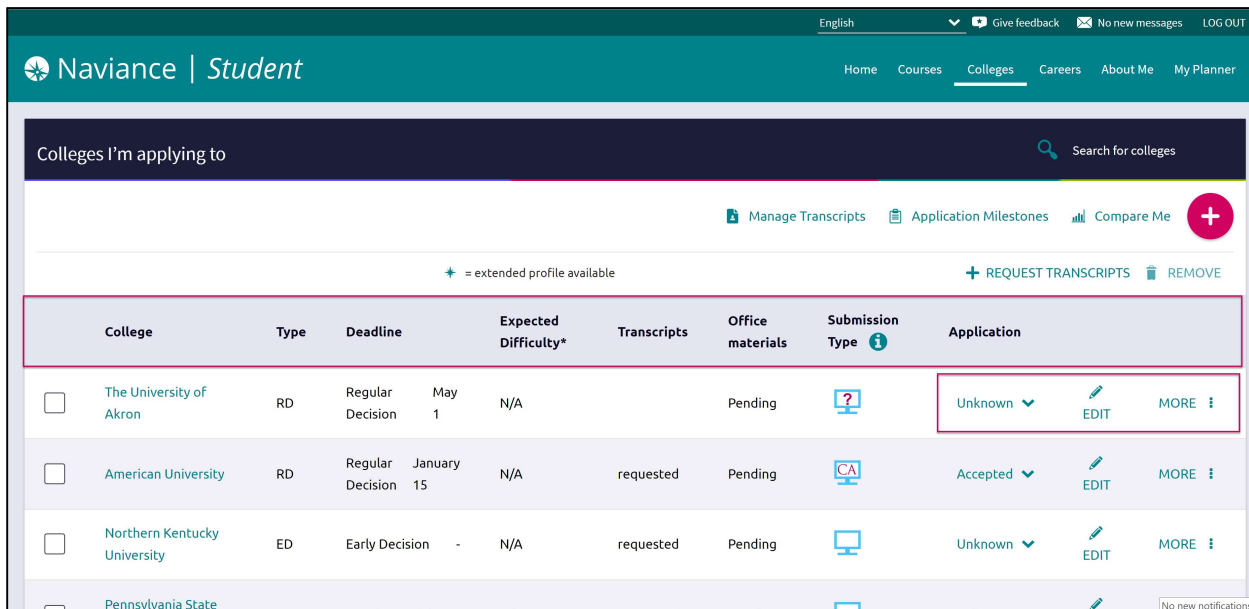
# The College Application Process Reference Guide

## 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="checkbox"/> American University	RD	Regular Decision January 15	N/A	requested	Pending	CA	Accepted
<input type="checkbox"/> Northern Kentucky University	ED	Early Decision -	N/A	requested	Pending	Computer	Unknown
<input type="checkbox"/> Pennsylvania State							No new notifications

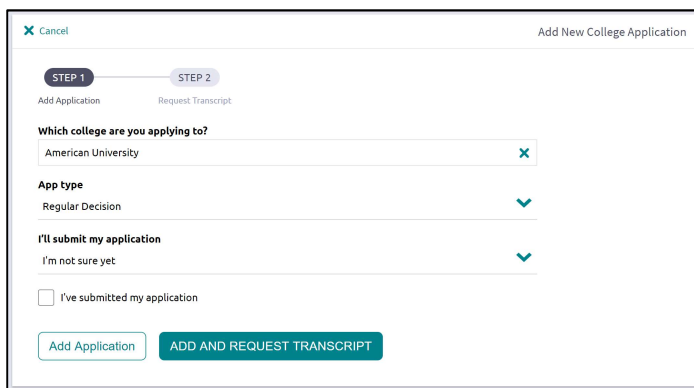
## Adding a College(s) to the List & Requesting Transcripts

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.



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 REQUEST TRANSCRIPT


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.

Colleges I'm thinking about			
+ Add Colleges to List			
1 selected		UPDATE INTEREST	MOVE TO APPLICATION LIST
College	Delivery Type	Added By	Expected Difficulty*
<input checked="" type="checkbox"/> The University of Akron		Student	N/A

*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**.

Colleges I'm applying to					
<div> <div>Manage Transcripts</div> <div>Application Milestones</div> <div>Compare Me</div> <div>+</div> </div>					
<div> <div>+ extended profile available</div> <div>REQUEST TRANSCRIPTS</div> <div>REMOVE</div> </div>					
College	Type	Deadline	Transcripts	Office materials	Application

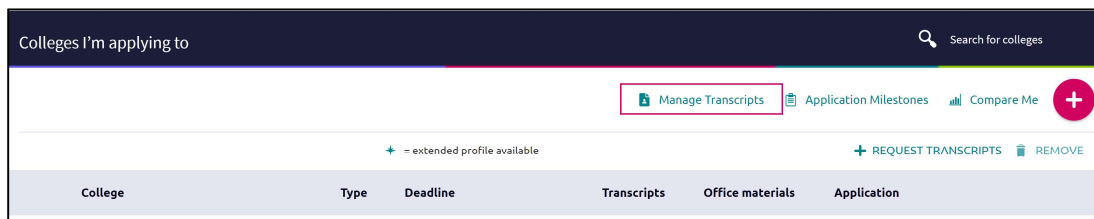
*The Request College Application Transcript displays.*

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.

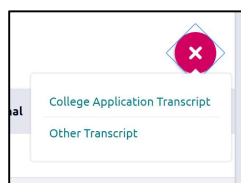
1. From the Colleges I'm applying to list in Naviance Student, click **Manage Transcripts**.



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**.



Confirmation Number	Recipient	Type	Requested	Due	Mailed	Midyear	Final	Confirm receipt
21022819	American Univ	College App	04/18/18	-	Pending	Requested	-	-
21032450	American Univ in Bulgaria	College App	04/27/18	03/01/19	Pending	Requested	-	-
21032945	Pennsylvania State University	College App	04/21/18	-	Pending	Requested	-	-
21032944	PSU Abington	College App	04/21/18	-	Pending	Requested	-	-
21022822	Barnes Hall	Scholarship	04/18/18	04/18/18	-	-	-	-

Transcript Fees	
Total Requested:	\$
Total Mailed:	\$15
Paid to date:	-\$0
YOUR DUE:	\$15

**FEE STRUCTURE**  
This is the requested fee structure for your school.  
**Base cost per transcript:** \$5  
Base cost applies up to 2 transcripts  
**Cost per additional Transcript:** \$10

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 midyear 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?**

No Preference

**Request and Finish**

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## Other Application Information

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### Letters of Recommendation

Request new and keep track of letter of recommendation requests from [Colleges](#) > [Apply to College](#) > [Letters of Recommendation](#).

When adding a request, select a teacher to write the recommendation, a specific or all colleges from your Colleges I'm Applying To list, and any notes to share with your teacher.