



NAVIANCE

# College Applications & Naviance: What you need to know!

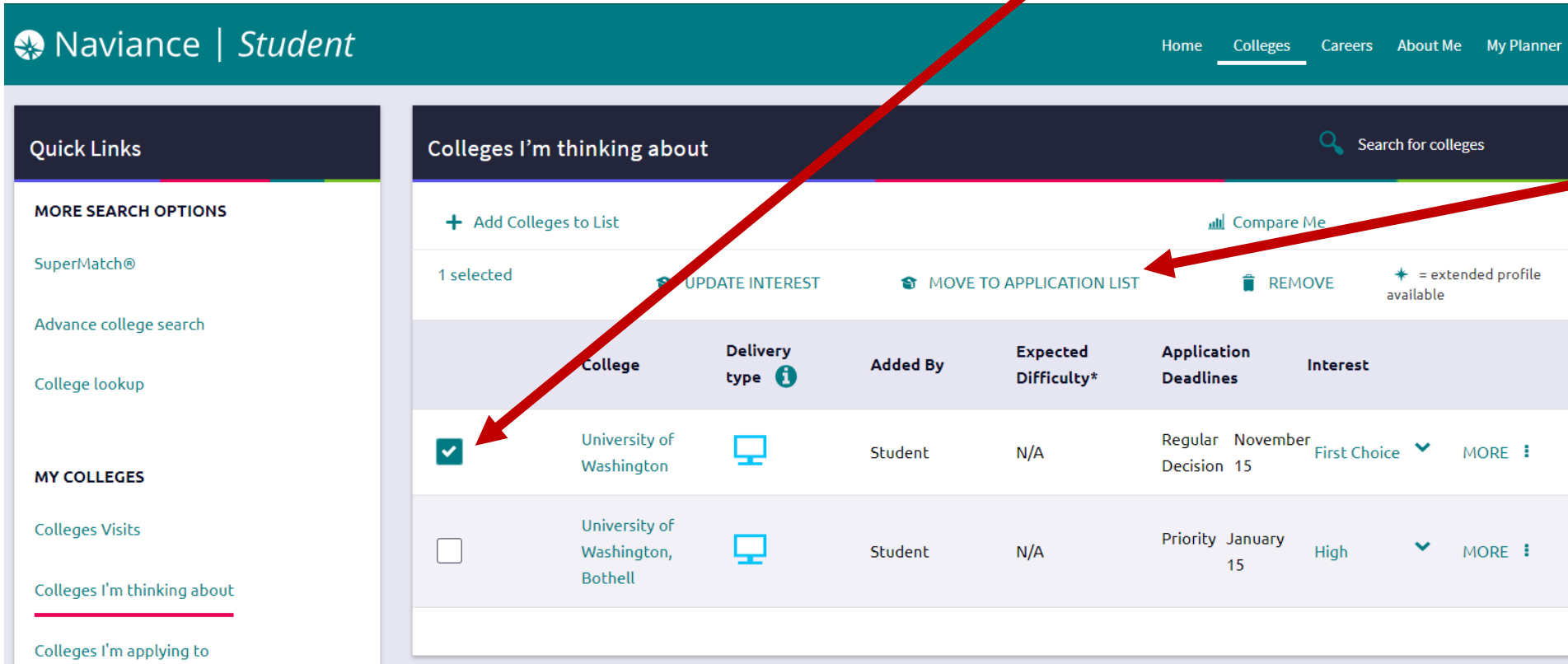


NAVIANCE

Create a list of colleges  
you are applying to  
...there are two ways.

# 1. From the “Colleges I’m thinking about” page:

**Step 1: Check the box next to the college(s) that you want to move to your “Colleges I’m applying to”**

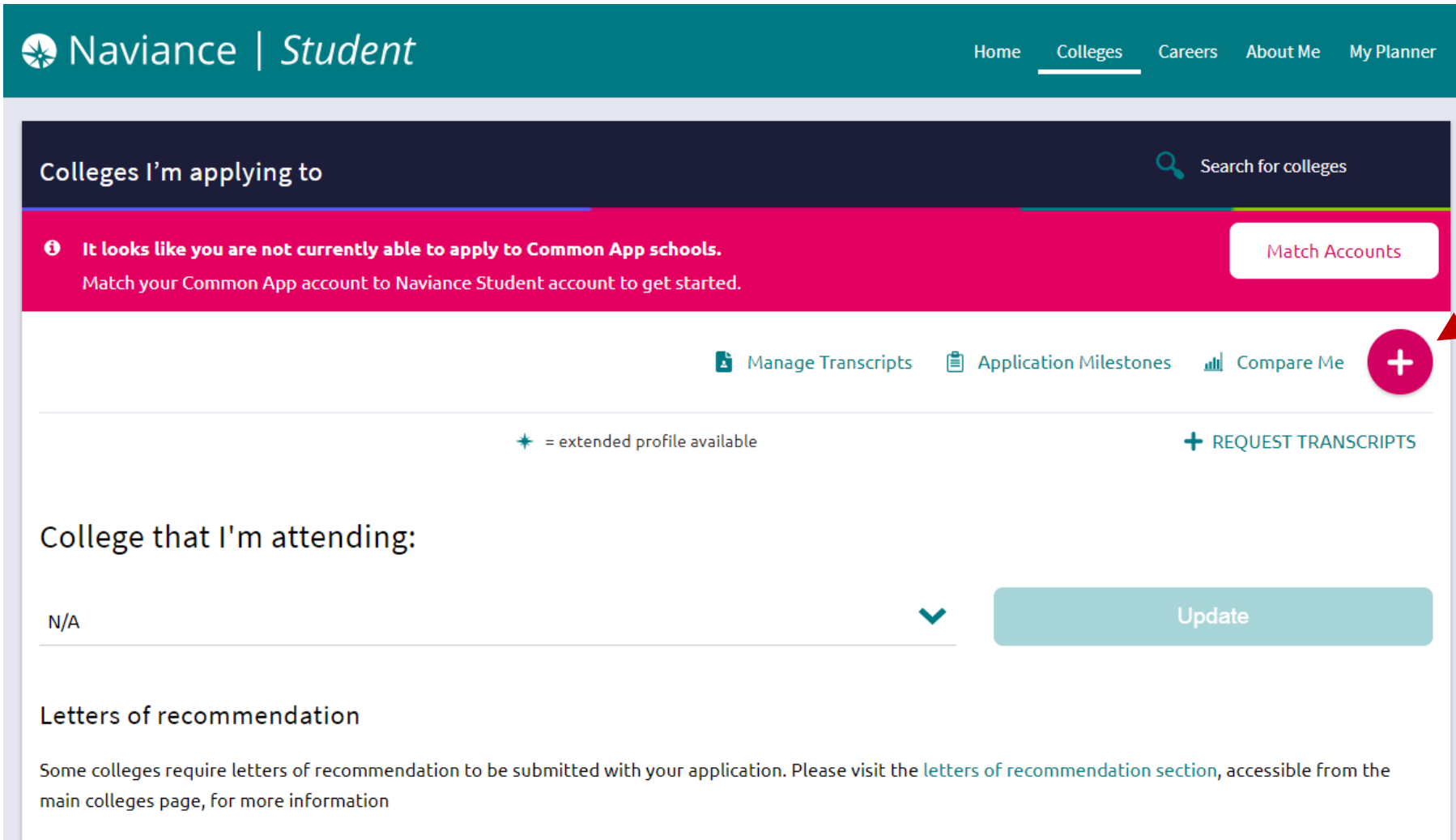


The screenshot shows the Naviance Student interface. The top navigation bar includes 'Home', 'Colleges', 'Careers', 'About Me', and 'My Planner'. The left sidebar has 'Quick Links' and 'MY COLLEGES'. The main content area is titled 'Colleges I'm thinking about' and features a search bar, 'Add Colleges to List', 'Compare Me', and action buttons: 'UPDATE INTEREST', 'MOVE TO APPLICATION LIST', and 'REMOVE'. A table lists colleges with columns for College, Delivery type, Added By, Expected Difficulty\*, Application Deadlines, and Interest. The first row, 'University of Washington', has its checkbox checked. The second row, 'University of Washington, Bothell', has its checkbox unchecked.

College	Delivery type	Added By	Expected Difficulty*	Application Deadlines	Interest
<input checked="" type="checkbox"/> University of Washington	Computer	Student	N/A	Regular Decision November 15	First Choice
<input type="checkbox"/> University of Washington, Bothell	Computer	Student	N/A	Priority January 15	High

**Step 2: Click on the “Move to Application list” link**

## 2. From the “Colleges I’m applying to” page:



Naviance | Student

Home Colleges Careers About Me My Planner

Colleges I'm applying to

Search for colleges

**It looks like you are not currently able to apply to Common App schools.**  
Match your Common App account to Naviance Student account to get started.

Match Accounts

Manage Transcripts Application Milestones Compare Me

+ REQUEST TRANSCRIPTS

College that I'm attending:

N/A

Update

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the [letters of recommendation section](#), accessible from the main colleges page, for more information

**Step 1:**  
Click on the “Plus” icon



## From the “Colleges I’m applying to” page:

Naviance | *Student*

Home Colleges Careers About Me My Planner

Cancel Add New College Application

STEP 1 — STEP 2

Add Application Request Transcript

Which college are you applying to?

Colleges already in your application list would be unavailable for selection.

App type

Regular Decision

I'll submit my application

☐ I've submitted my application

Add Application ADD AND REQUEST TRANSCRIPT

### Step 2:

Type in the name of the colleges you will be applying to.

### Step 3:

Complete the remaining boxes and click the “Add and request transcript” button\*. *(Some schools do not need initial transcripts. Do not request for UW Seattle, Community Colleges or University of California Schools (like UCLA). For these, just click on “Add Application”).*

Repeat for additional colleges.

# Application Delivery Types



Common App  
Common App school that accepts documents electronically



Common App via Electronic  
Common App school but student not applying via Common App, school accepts electronic



Electronic  
Accepts electronic documents, and not Common App school



Unknown  
Student has not yet indicated application type



Print Only  
School does not accept electronic documents so must print and mail

***College applications are made directly to the college via one of these methods.  
You are not applying through Naviance***



# Common App: One Application, Many Colleges! [www.commonapp.org](http://www.commonapp.org)

## THE COMMON APPLICATION

NEARLY 700 COLLEGES AND UNIVERSITIES.  
ONE IS RIGHT FOR YOU. [www.commonapp.org](http://www.commonapp.org)



48 States & DC

11 HBCUs

33 International Universities

250+ Test-optional

130 Public Universities

275+ No Application Fee



## How to connect (or “Match”) your Naviance account to your Common App account. *(If you aren’t applying to a Common App school, skip this step.)*

The screenshot shows the Naviance Student dashboard. At the top, there's a teal header with the Naviance logo and 'Student' text, and navigation links for Home, Colleges, Careers, About Me, and My Planner. Below the header, a dark blue bar contains 'Colleges I'm applying to' and a search bar. A prominent pink banner message states: 'It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started.' A white button labeled 'Match Accounts' is on the right side of this banner, with a yellow arrow pointing to it. Below the banner, there are links for 'Manage Transcripts', 'Application Milestones', and 'Compare Me', along with a plus icon. A section titled 'College that I'm attending:' shows 'N/A' with a dropdown arrow and an 'Update' button. At the bottom, there's a section for 'Letters of recommendation' with a brief explanation and a link to the 'letters of recommendation section'.


**Step 1:**  
Create a “Common App” account:

<https://www.commonapp.org/>

**Step 2:**  
In Naviance, click on the “Match Accounts” link. Follow the steps so that application documents can be sent digitally to your Common App colleges.




# "Colleges I'm applying to"



**Naviance | Student**



[Home](#)
[Colleges](#)
[Careers](#)
[About Me](#)
[My Planner](#)











Colleges I'm applying to

Search for colleges


**Your Common App account has been matched.**  
 Your FERPA status is waived. You're ready to apply to colleges using Common App.

[Manage Transcripts](#)
[Application Milestones](#)
[Compare Me](#)


 = extended profile available
 [+ REQUEST TRANSCRIPTS](#)
 REMOVE

	College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type 	Application
<input type="checkbox"/>	Beloit College	RD	Regular Decision January 15	N/A	no request	Pending		Unknown  <a href="#">EDIT</a> <a href="#">MORE</a> 
<input type="checkbox"/>	Central Washington University	ROLL	Rolling -	N/A	no request	Initial materials submitted		Accepted  <a href="#">EDIT</a> <a href="#">MORE</a> 
<input type="checkbox"/>	Chapman University	RD	Regular Decision -	N/A	sent	Initial materials submitted		Unknown  <a href="#">EDIT</a> <a href="#">MORE</a> 

Common App is matched

Transcript request status

IMPORTANT!

Delivery type not specified by student  
(Could delay documents to college...)

What are my chances of being accepted?

Request Transcripts  
If not already Requested\*

\* Some colleges don't want initial transcripts. Do not sent to UW Seattle, Community Colleges, or University of California Schools (like UCLA)

## Helpful Hints:

- Limit colleges to the ones you really **PLAN** apply to (easier to manage)
- You will **ONLY** be able to delete a college if documents have not been sent.  
(Transcripts or letters of rec).



NAVIANCE

# Requesting Letters of Recommendation

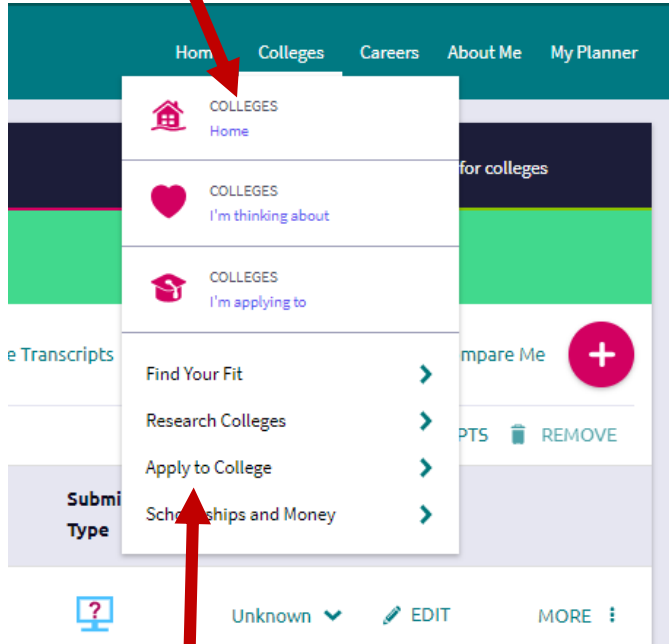
# Letters of Recommendation

- Many schools don't need them
- Check the college website for admission requirements
- Request in person first, then follow up with a request through Naviance
- Allow 2 – 3 weeks to be written
- If you are requesting many, pay attention to who is sending to what college.
- Don't forget to send a thank you to the recommender!

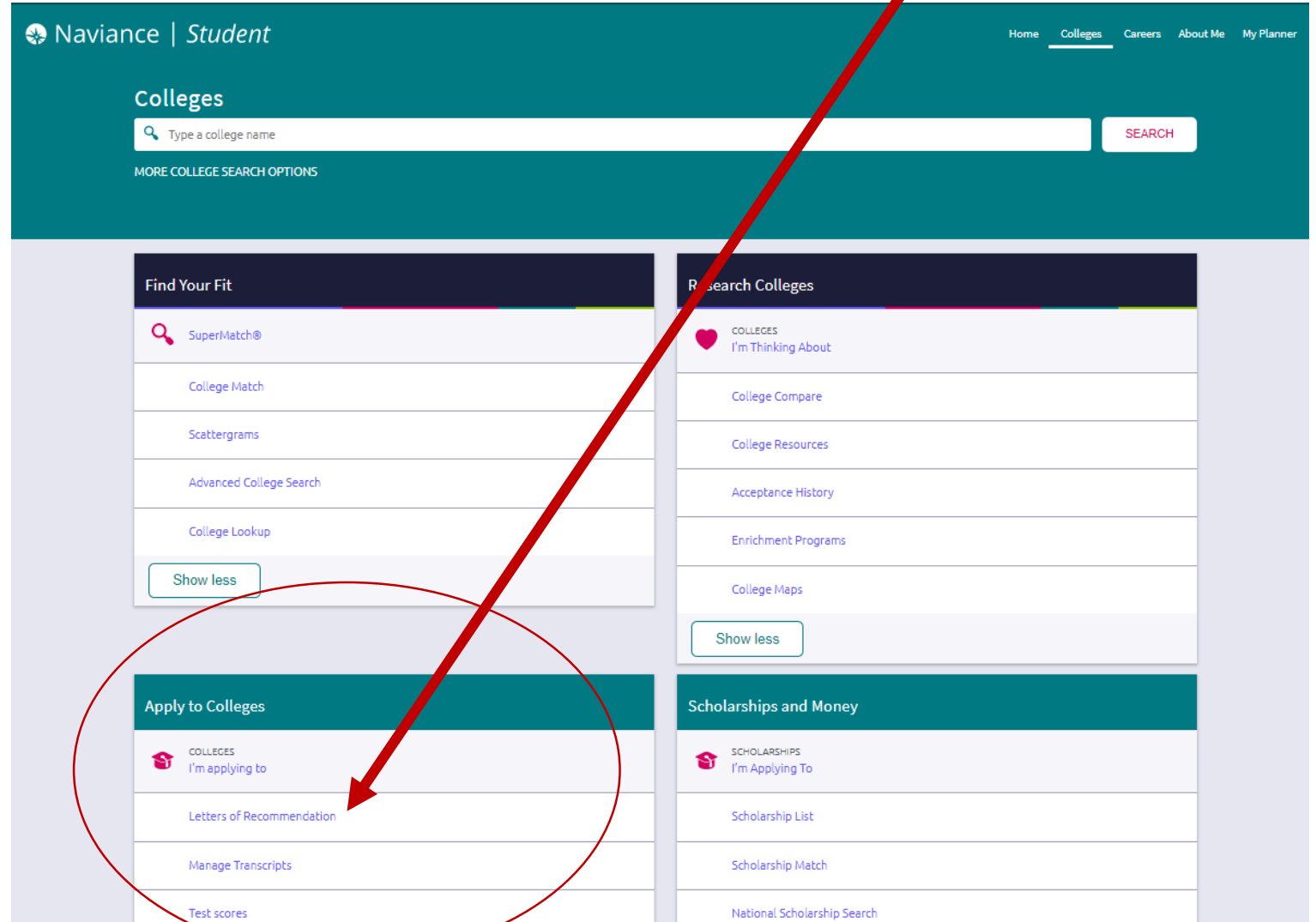
# Request a Letter of Recommendation (LOR)

## 2. Request here

### 1. Click on “College Home”



### Or “Apply to College”



# Request a Letter of Recommendation



## Letters of recommendation

### Add new request


Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

[Cancel](#)[Submit Request](#)

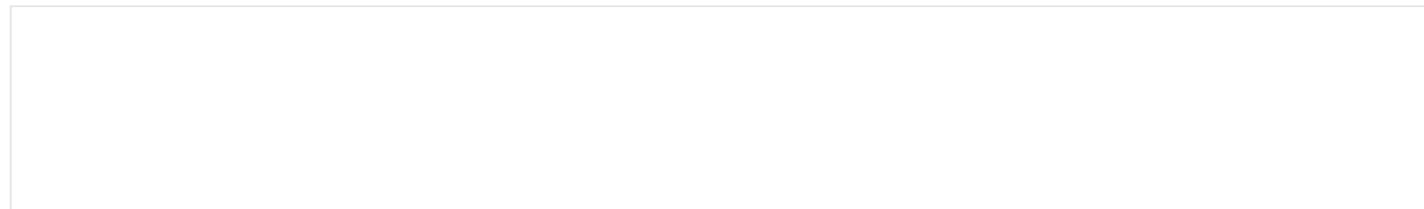
1. Who would you like to write this recommendation?\*

Select A Teacher

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 

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:



3000 characters remaining

[Cancel](#)[Submit Request](#)

\* Indicates a required field

**Step 1.**

**Select the teacher.**

**Step 2.**

**Decide if the letter should go to all applications or just some of them . Pay attention to the maximum number of letters allowed, especially if applying to many colleges.**



# Letters of Recommendation

Recommendations  
Required/Allowed/Requested



## Letters of recommendation

### Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

[Add Request](#)

Recommendation For ^	Deadline ^	Recommender(s)	Status ⓘ	Cancel Request
All Applications ⓘ	See applications	Vincent DeMiero	Submitted	×
Gonzaga University 1 required/ 2 allowed/ 1 requested	Nov 15 2018	Brad Serka	Cancelled	×
		Peter White	Submitted	×
Stanford University 2 required/ 2 allowed/ 1 requested	Jan 02 2019	Nathaniel Wilson	Cancelled	×
		Brad Serka	Cancelled	×
		Peter White	Submitted	×
University of California-Berkeley -- required/ -- allowed/ 2 requested	Nov 30 2018	Nathaniel Wilson	Requested	×
		Brad Serka	Cancelled	×
		Peter White	Submitted	×
University of California-Santa Barbara -- required/ -- allowed/ 2 requested	Nov 30 2018	Nathaniel Wilson	Requested	×
		Brad Serka	Cancelled	×
		Peter White	Submitted	×
University of Washington, Seattle -- required/ -- allowed/ 1 requested	Nov 15 2018	Nathaniel Wilson	Cancelled	×
		Brad Serka	Cancelled	×
		Peter White	Submitted	×
Washington State University -- required/ -- allowed/ 2 requested		Nathaniel Wilson	Requested	×
		Brad Serka	Cancelled	×
		Peter White	Submitted	×
Western Washington University -- required/ -- allowed/ 1 requested	Jan 31 2019	Nathaniel Wilson	Cancelled	×
		Brad Serka	Cancelled	×
		Peter White	Submitted	×



NAVIANCE



## Things to do over the summer!

- Continue researching colleges
- Make a list of deadlines
- Visit college campuses
- Start drafting essays (*applications or scholarships*)
- Create or review your resume
- Volunteer!