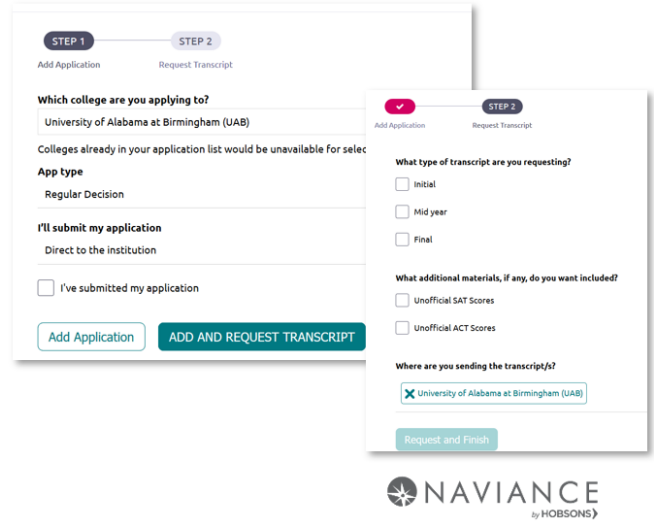


## Add colleges to the Colleges I'm Applying to List

### Add colleges to Colleges I'm Applying To list

- Go to **Colleges I'm Applying To List**
- **Select the pink plus sign** to add a college to the application list
- Search for the name of the school and **select Add Application & Request Transcript**
  - **Select App Type** (e.g., RD, ED, EA, etc.)
  - **Select How You'll Submit Your App** (e.g., Common App, Direct to Institution)
- **Select the type of transcript** being requested
- **Select any other schools that need transcripts**
- **Select Request and Finish**
- Students should only add colleges to this list and request transcripts if they have already applied to the school or are very certain they will apply in the future



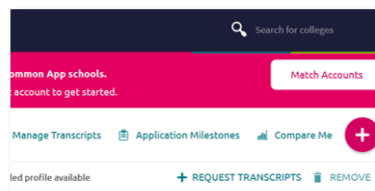
The screenshot shows two overlapping forms. The background form is 'STEP 1: Add Application' for the University of Alabama at Birmingham (UAB). It includes options for 'App type' (Regular Decision) and 'I'll submit my application' (Direct to the institution). The foreground form is 'STEP 2: Request Transcript' for the same college. It asks for the 'type of transcript' (Initial, Mid year, Final) and 'additional materials' (Unofficial SAT Scores, Unofficial ACT Scores). The 'Where are you sending the transcript/s?' field is set to 'University of Alabama at Birmingham (UAB)'. A 'Request and Finish' button is at the bottom.

## Request Transcripts

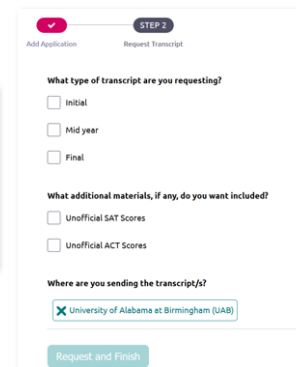
### Request Transcripts

#### Requesting Transcripts

- Go to **Colleges I'm Applying To List**
- **Select Request Transcripts at the top of the list**
- **Select the type of transcript** being requested
- **Select any other schools that need transcripts**
- **Select Request and Finish**
- Students should only request transcripts if they have already applied to the school or are very certain they will apply in the future



The screenshot shows a mobile-style interface with a search bar at the top. Below it, there's a pink banner with 'Common App schools. account to get started.' and a 'Match Accounts' button. A navigation bar contains 'Manage Transcripts', 'Application Milestones', 'Compare Me', and a pink plus sign. At the bottom, there's a '+ REQUEST TRANSCRIPTS' button and a 'REMOVE' button.



The screenshot shows the 'STEP 2: Request Transcript' form for the University of Alabama at Birmingham (UAB). It includes options for 'What type of transcript are you requesting?' (Initial, Mid year, Final) and 'What additional materials, if any, do you want included?' (Unofficial SAT Scores, Unofficial ACT Scores). The 'Where are you sending the transcript/s?' field is set to 'University of Alabama at Birmingham (UAB)'. A 'Request and Finish' button is at the bottom.

## Request Letters of Recommendation

### Request Letters of Recommendation

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

Letters of recommendation

Your Requests

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

[Add Request](#)

[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:

#### Requesting LORs

- Go to **Colleges I'm Applying To List**
- Select **Letters of Recommendation** at the bottom of the list
- Select **Add Request**
- Select a **recommender**
- Select which **colleges the request is for**
- Include a **personal note**
- Select **Submit Request**
- Select **Request and Finish**
- Students should only request LORs if they have already applied to the school or are very certain they will apply in the future

## Track Submission Status in Naviance

### Track Submission Status in Naviance

#### Tracking Transcript & App Materials Status

- Go to **Colleges I'm Applying To List**
- **Check the Transcript column to review when a counselor has submitted a transcript**
  - The transcript column will say 'sent' if the transcript has been sent
- **Check the Office Materials column to review when a staff member has indicated that all materials have been sent for that application**
  - The Office Materials column will say 'submitted' if transcripts and any other required materials, like Common App forms or other school-specific forms, have been sent

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> of Central Florida	RD	Regular Decision	N/A	requested	Pending		Submitted <a href="#">EDIT</a> <a href="#">MORE</a>
<input type="checkbox"/> Docufide Demo College	RD	Regular April Decision 1	N/A	final sent	Final submitted		Accepted <a href="#">EDIT</a> <a href="#">MORE</a>

#### Tracking LOR Status

- Go to **Colleges I'm Applying To List**
- Select **Letters of Recommendation** at the bottom of the list
- Check the Status column to review when a teacher has submitted a LOR

Deadline	Recommender(s)	Status	Cancel Request
See applications	Genevieve	<b>Requested:</b> Student has requested a letter of recommendation	
Apr 01 2018	Genevieve	<b>In Progress:</b> Teacher has written the letter of recommendation	

**Recommendation Statuses:**

- Requested:** Student has requested a letter of recommendation
- In Progress:** Teacher has written the letter of recommendation
- Submitted:** High school faculty member has sent the letter of recommendation to designated college(s)
- Cancelled:** Either the student, teacher, or counselor has cancelled the request.

## Tips & Getting Help

- Tip: After you match your Common App account with your Naviance account, your Common App applications/ schools will feed *automatically* into your Colleges I'm Applying To list in Naviance.
- If you still have questions, reach out to your counselor if you need help with this! 😊