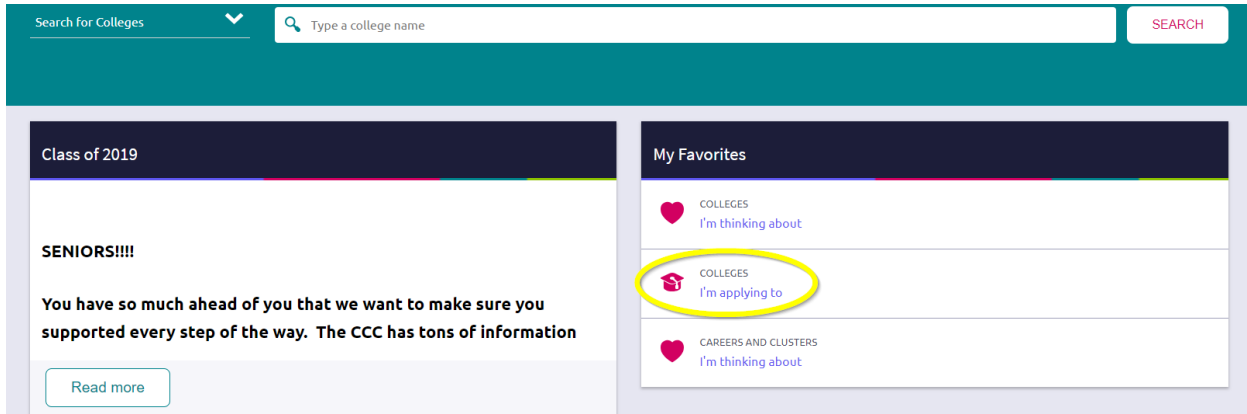


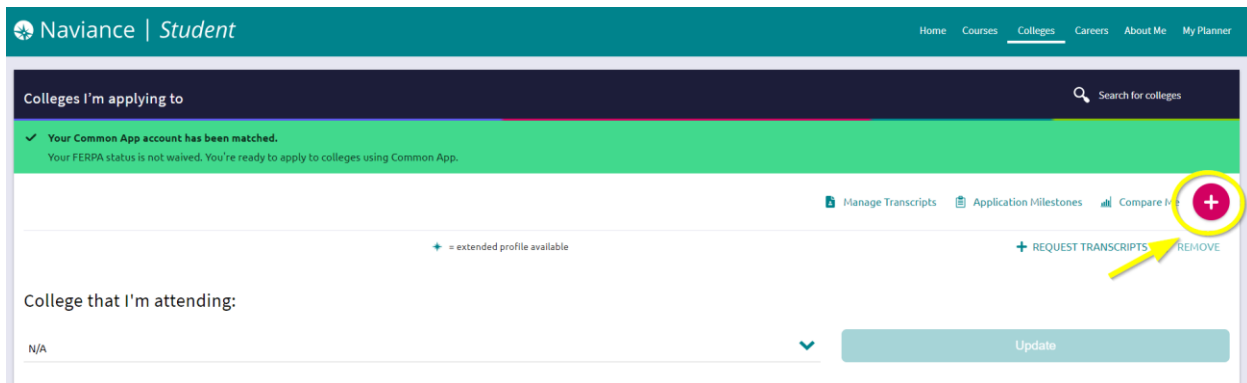


How To: Add a College and Request a Transcript in Naviance Student

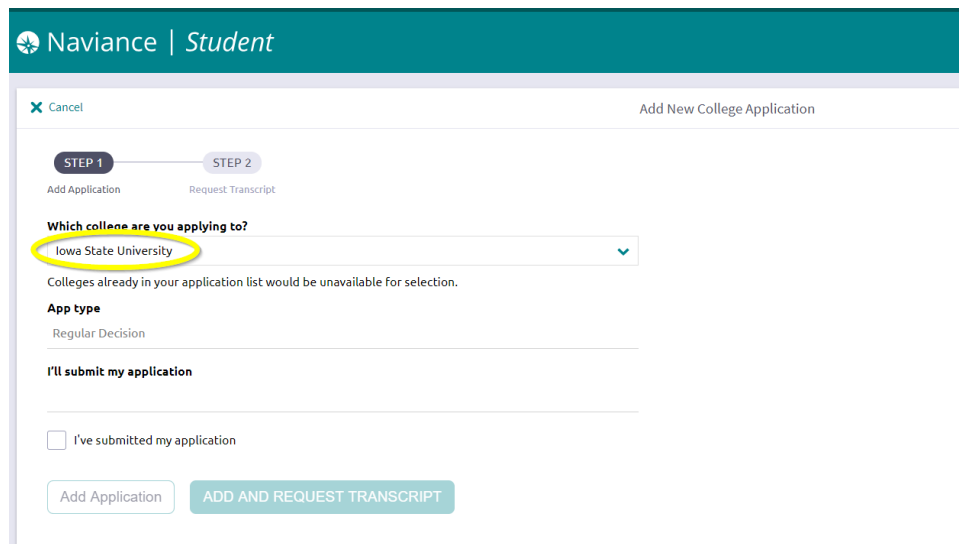
In order to request a transcript in Naviance, you must first add the college(s) to the list of schools you are applying to. Start on the Naviance Student homepage. Click “Colleges I’m Applying To.”



In the “Colleges I’m Applying To” section, click on the “+” symbol to add a school.



Type the name of the college or select your desired school from the drop-down menu. (Note: You will need to type in the actual name of the college or university. For example, you will type “The University of Oklahoma,” not “OU.”)





Once you have entered the name of the college or university, select what type of application you are submitting and how you are submitting the application.

In general, most applications are submitted as “**Regular Decision.**”

If you have one school that you are certain you want to attend (make sure you’ve done your research) over all other colleges, you might choose to apply for **Early Action** or **Early Decision.**

Early Action – You will need to apply early (at least by November) in order to receive an admission decision early in the admission cycle (usually January or February). You will have time to consider whether or not you will accept the offer of admission. You will have to give the college a decision no later than the May 1 national response date.

Early Decision – Applying as an “early decision” applicant means that you commit to attending the school if you are accepted. You must apply early (at least by November) and can only apply to one college for early decision. If accepted, you must withdraw all other applications.

If a school accepts the Common Application, you must select whether you will apply directly to the institution (through their individual application) or through the Common App. If you use the Common App, be sure to match your Naviance Account to your Common App account. Transcripts cannot be sent until the accounts are matched.

Click “Add Application.”

Naviance | Student

Cancel Add New College Application

STEP 1 Add Application STEP 2 Request Transcript

Which college are you applying to?
Iowa State University

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

App type
Regular Decision

I'll submit my application
Direct to the institution

I've submitted my application

Add Application ADD AND REQUEST TRANSCRIPT



Your school of choice will then appear on the list of colleges you are applying to.

Naviance | Student

Home Courses 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 not 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"/> Iowa State University	RD	Regular Decision	N/A	no request	Pending	Unknown	Unknown EDIT MORE

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

You are now ready to request a transcript! Click “Request Transcripts.”

Naviance | Student

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+ = extended profile available **+ REQUEST TRANSCRIPTS** REMOVE

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> Iowa State University	RD	Regular Decision	N/A	no request	Pending	Unknown	Unknown EDIT MORE



If you are requesting a transcript for your initial college application, select “Initial.” “Final” transcripts must be requested at the end of your senior year for the school that you will be attending the following year. Be sure the correct school is selected. Click “Request and Finish.”

Naviance | Student

Home Courses Colleges Careers About Me My Planner

Cancel 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

Mid year

Final

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

Unofficial SAT Scores

Unofficial ACT Scores

Where are you sending the transcript/s?

Request and Finish

Check to make sure Naviance shows that your transcripts have been “requested.” If so, all you have to do is pay \$1 for each transcript and then your transcripts will be sent! You can pay for your transcripts in the College and Career Center.

Colleges I'm applying to

Search for colleges

Your Common App account has been matched.
Your FERPA status is not 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"/> Iowa State University	RD	Regular Decision	- N/A	requested	Pending		Unknown EDIT MORE
<input type="checkbox"/> University of Mississippi	EA	Early Action	- N/A	no request	Pending		Unknown EDIT MORE