





Step 1: Adding Colleges to Naviance Student

- ☐ 1. Create a Common App account on the [Common App Online](#) (If N/A skip to step 5)
- ☐ 2. Sign the Common App FERPA Waiver and add your high school information on the [Common App Online](#) (If N/A skip to step 5)
- ☐ 3. Add **ALL** the colleges you are applying to on your Common App account (If N/A skip to step 5)
- ☐ 4. Sign into Naviance Student and click on **Colleges I'm Applying to**. Click the  button to match your Common App account to Naviance Student. Your colleges that you added to the Common App, will now show up under the **Colleges I'm Applying to list** in Naviance Student. (If N/A skip to step 5)
- ☐ 5. If starting at this step, sign into Naviance Student and click on **Colleges I'm Applying to**. If you are applying to other schools outside of the Common App or are not using the Common App, click the pink plus  to add a college you are applying to list.
- ☐ 6. Choose your **App Type** (Regular Decision, Early Decision, etc.), how you will **submit your application** (Common App or Directly to Institution) and check the box if you have **submitted your application** to the college.
- ☐ 7. Click 
- ☐ 8. Indicate which transcript you need sent to the college or university you are adding, and click 
- ☐ 9. Follow steps 5-8 to add additional colleges and request transcripts

Step 2: Requesting Teacher Recommendations

Speak with the teacher in person to request a letter of recommendation and give them at least **three weeks** to complete the recommendation.

- ☐ 1. Log into Naviance Student, and on the **Colleges** tab, click **Letters of Recommendation**.
 - ☐ 2. Click **Add Request** to submit a new request to a teacher.
 - ☐ 3. Select a **teacher** from the drop-down list.
 - ☐ 4. Choose whether you want this teacher to write a unique **letter of recommendation to specific colleges**, or a **general letter of recommendation to send to all colleges** you add to your *colleges I'm applying to* list.
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
- ☐ 5. Include any specific information about your request (if this is your first choice school, any specific program or major you are applying for, etc.), and then **Submit** the request.
 - ☐ 6. To track your letter of recommendation requests, click on the **status** under the Status column (requested, submitted, etc.) to view the date and time your school sent the letter to the college.