

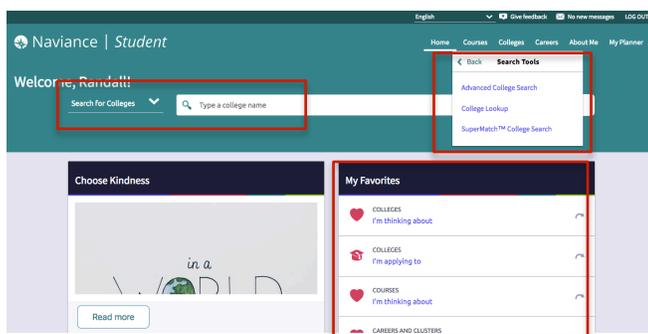
Overview

You can use Naviance Student to manage your college search and application process.

Search for Colleges

Search for Colleges:

- Search Bar at the top of the Home Page
- College Link at top of Home Page
- My Favorites Section of Home Page
- Naviance College Search Tools
 - Super Match
 - Advanced College Search
 - College Lookup



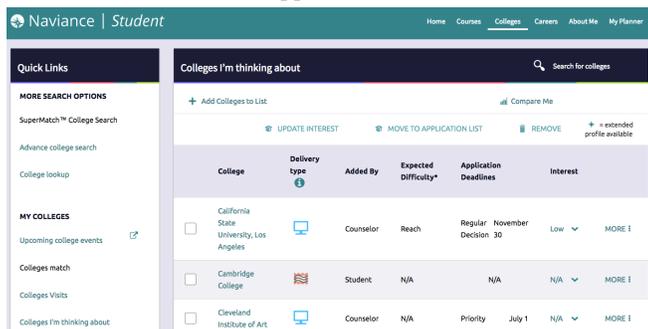
Add Colleges to your Personal Lists

Colleges I am Thinking About

1. Search for Colleges
2. Research majors, locations, price, size, etc.
3. Find the colleges that interest you
4. Click **Colleges I am Thinking About** button.

Colleges I am Applying to

1. Update the **Colleges I am Thinking About** to **Colleges I Am Applying To** Section, once you officially apply.
2. Check the box of the school you are applying to and Click Move to Application Button.



Request Transcripts

1. Hover over **College** Link at the top of the Home Page
2. Click **Apply to College**
3. Click **Manage Transcripts**
4. Click pink plus sign to add new transcript request
5. Click College Transcript
6. Determine transcripts you need sent (Initial, Mid Year, or Final)
7. Choose if you want SAT/ACT scores sent at the same time
8. Choose the College

Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later in application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any tr

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?

No Preference

Request and Finish

Request Letters of Recommendation

1. Hover over **College** Link at the top of the Home Page
2. Click **Apply to College**
3. Click **Letters of Recommendation**
4. Click **Add Request** Button
5. Choose who you would like to write the letter of recommendation
6. Choose the College
7. Write a **personal note** to the teacher about your request. Details they should write in the letter.
8. Don't forget to include a Thank You Note to the Teacher!

family connection

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 recommendation!

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: