College App Process – Step 3

Requesting Transcripts in Naviance

*** Be sure to request Transcripts at least 15 SCHOOL DAYS before your application deadline! ***

(See bottom of page for Transcript Request Deadlines)

1. You cannot request a Transcript through Naviance until you have:
   - Submitted your signed Release of Records form (Step 1); and
   - If using Common App: Created account; completed most sections; Matched with Naviance, and submitted FERPA waiver (Step 2). If you have completed these steps, then proceed.

   Videos to assist with steps below: Add Colleges I'm Applying To in Naviance

   Requesting Transcripts in Naviance

2. Log into Naviance. From COLLEGES menu, click **Colleges I'm Applying To**.

3. Click the **red "Add"** button   ➕   and follow all steps below:
   - From **Which college are you applying to?** Use the drop-down or type the name of the desired college and select from the options.
   - From **App Type** click the drop-down to identify your answer.
   - From **I'll submit my application?** Click the drop-down to select either: via Common App, or Directly to the Institution (if you're using college's own application). DO NOT select "I'm not sure."
   - To confirm that you have submitted your application, select the checkbox labeled **I've submitted my application.**
   - Click **Add and Request Transcript.**
   - From **What type of transcript are you requesting**? Select the **Initial** checkbox.
   - Review **Where are you sending this transcript**? To ensure the proper college name is displaying.
   - Click **Request and Finish**.

4. Review your **Colleges I'm Applying To** dashboard. If you see   ❓ this icon, then there's a problem. You must go back and tell us how you're submitting that application by selecting either: **Via the Common App** or **Directly to the Institution**. If the setting is left as **I'm not sure yet**, your transcript **CANNOT** be submitted.

5. Repeat this process for EACH COLLEGE to which you want a transcript sent.

APPLICATION DEADLINE	TRANSCRIPT REQUEST DEADLINE
October 15, 2022	September 23, 2022
November 1, 2022	October 14, 2022
November 15, 2022	October 25, 2022
December 1, 2022	November 7, 2022
January 1, 2023	December 2, 2022
January 15, 2023	December 16, 2022
February 1, 2023	January 10, 2023
February 15, 2023	January 23, 2023
March 1, 2023	February 6, 2023