



TRANSCRIPT REQUESTS (STEP 3)

*** BE SURE TO SUBMIT TRANSCRIPT REQUESTS AT LEAST 15 SCHOOL DAYS BEFORE APP DEADLINES ***

START HERE

If you are applying using the **Common Application**, you must have completed the previous steps, or we will not be able to send your transcripts. If you are not using the Common App, you only need to turn in a Naviance Authorization (**STEP 2**) before proceeding.

1. **Login to Naviance.** From the "COLLEGES" tab, go to "Colleges I'm Applying To."
2. **Add a transcript request** using the ADD button at the top right of the page: 
3. **Follow the Naviance prompts.** The correct responses are below.
 - From **Which college are you applying to?** Use the drop-down or type in the college's name.
 - From **App Type**, click the drop-down to identify your application deadline. Be sure there is enough time before the deadline, or you need to contact your School Counselor!
 - From **I'll submit my application?** Click the drop-down to select how you applied:
 - o via Common App (*if you submitted your app through your CA account*)
 - o Directly to the Institution (*if you applied through the college's website/portal*)
 - o **DO NOT select "I'm not sure"** because we won't be able to send your transcript.
 - 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.
 - Click **Request and Finish.**
4. **Review your "Colleges I'm Apply To" dashboard** to make sure there are not any problems with your transcript request. If you notice a "?" icon, there is likely a problem.
5. **Repeat this process** for each college you need to send a transcript to.