Important: An actual college application should be completed on each college’s website. If you are applying via the Common App, then you should fill out the application on https://apply.commonapp.org/Login.

Step 1: Adding Active Applications
You MUST complete the college application either on www.commonapp.org or at the school specific website.

1. Log into Naviance Student.
2. Click Colleges I’m Applying To, and then click the pink plus sign.
3. Important
   • Be sure to indicate the type of application: regular decision, rolling admission, early action, etc.
   • Be sure to clarify How you are submitting? This is required for some schools.
4. An icon will appear next to the school indicating what type of submission you have chosen.
   - You have indicated that you are choosing to submit your application to that school through the Common App
   - You have indicated that you are choosing to submit your application to that school through their own application system
   - You have indicated that you are choosing to submit your application to that school through either Common App or the school’s application system, but they only accept transcripts through the mail.
Step 2: Requesting Transcripts

- Indicate which transcript you need sent to the college or university you are adding, and click Request and Finish.

OR

- Click Request Transcripts from your main Colleges I'm Applying To list, and select the college(s) you wish you receive a copy of your transcript. The last step will ask you to indicate which type of transcript you need sent.