

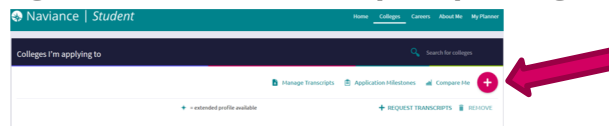
# Naviance College Application Process

**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](http://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.

Request College Application Transcript

Cancel

Close

Colleges

RESET

Start typing

American University

The George Washington University

Muhlenberg College

DONE

Cancel

STEP 2

Add Application

Request Transcript

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?

American University

Request and Finish