

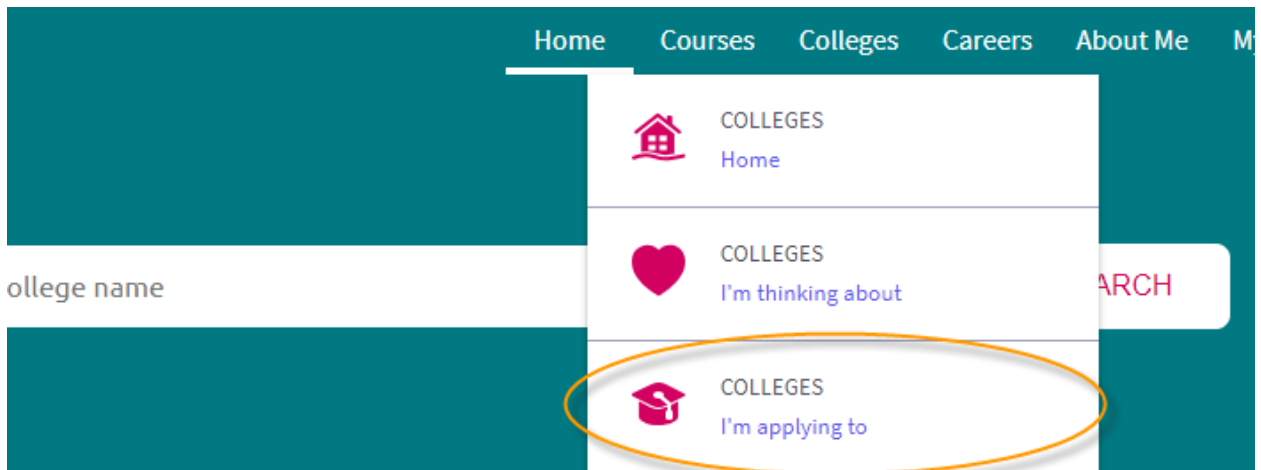
Requesting Transcripts

Log-in to your Naviance Account

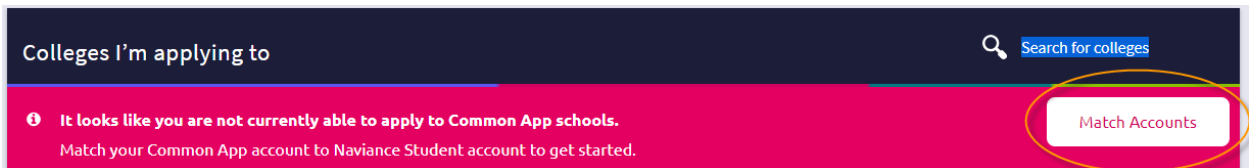
1. Click on “Colleges”



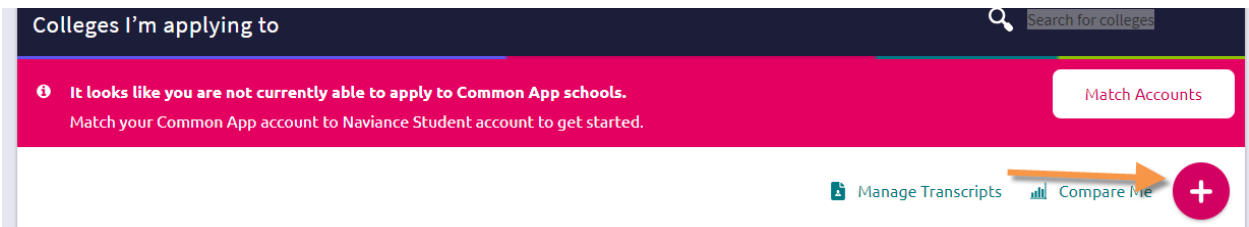
2. Select “Colleges I’m applying to”



3. If you are applying using the Common App you MUST Match Accounts by entering in the email address you used to create your Common App Account and your date of birth (make sure your FERPA Waiver is signed or counselors cannot send transcripts!)



4. Click the “+” to request transcripts



✕ Cancel
Add New College Application

STEP 1

Add Application

STEP 2

Request Transcript

Which college are you applying to?

Colleges already in your application list would be unavailable for selection.

App type

Regular Decision

I'll submit my application

I've submitted my application

Add Application

ADD AND REQUEST TRANSCRIPT

1. Enter in the name of the college you are applying to
2. Select the application Type
3. Select how you are submitting your application
4. Check the "I've submitted my application" box
5. Click "Add and Request Transcript"

Helpful Hints

- If applying using the Coalition please select "Direct to the institution" when answering how you are submitting your application
- If you leave "I'll submit my application" as "I'm not sure yet" then your counselor cannot submit any documents because the paperwork is different for applications that are going directly to the institution and applications going through Common App
- If you hit "Add Application" instead of "Add and Request Transcript" you are just indicating that you are applying but you have NOT requested a transcript
- You can check your transcript status by clicking on "Colleges I'm applying to" and checking the status in the transcript column.