

## How to Request to send your Transcript to colleges on Naviance:

**\*\*\*\*You must have added the college to your “Colleges I’m Applying To” list before you can request to send a transcript** (Please see steps 7-9 on page 2 to add a college you’re applying to)

1. Log into your Naviance Account  
(See step-by-step directions for “How to Log In to Naviance” if you do not know how)
2. You should be in your home screen (You should see “Welcome, Your First Name”)
  - a. Click on the “Colleges” tab on the left menu
  - b. Click on “Colleges I’m applying to” in the drop down menu
3. This will bring you to the “Colleges I’m applying to” Home Page
  - a. You should see a list of college(s) that you are applying to
  - b. **\*\*If the school you are applying to uses Common App (i.e. Adelphi University), be sure the “Submission Type” shows “CA” and when you click on “Application” you’ve selected “Common App” for “How are you Applying?”\*\***
  - c. If the school you are applying to **does not use** Common App (i.e. University of Illinois at Urbana-Champaign), be sure when you click on “Application” you’ve selected “Direct to the Institution” for “How are you Applying?”
4. Click on “Request Transcripts”
5. This will bring you to a page that says “Request College Application Transcript”
  - a. If you are requesting before January of your Senior year (fall semester), check the box that says “Initial” under “What Type of Transcript are you Requesting?”
  - b. Under “What Additional Materials, if any, do you want to include?” **DO NOT SELECT EITHER!!** You will need to send your test scores through act.org (ACT) or collegeboard.org (SAT) NOT NAVIANCE!
  - c. Click on “Where Are you Sending the Transcript/s?”
  - d. This will bring you to a page with a list of schools that you’ve selected to apply to.
  - e. Select one, multiple, or all to send your transcript(s). Hit “Done.”
6. You will arrive at a page confirming your choices. Make sure “Initial” is selected, that **no** boxes are checked for SAT or ACT scores, and the school(s) you want to send to are listed. Hit “Request and Finish.”
  - a. You will arrive at a page confirming that you have requested your transcript to be sent. There will be a green box that says “Confirmation. Successfully added college application(s) and received transcript request.” Below, you will see “requested” under “Transcripts” next to your college choice.

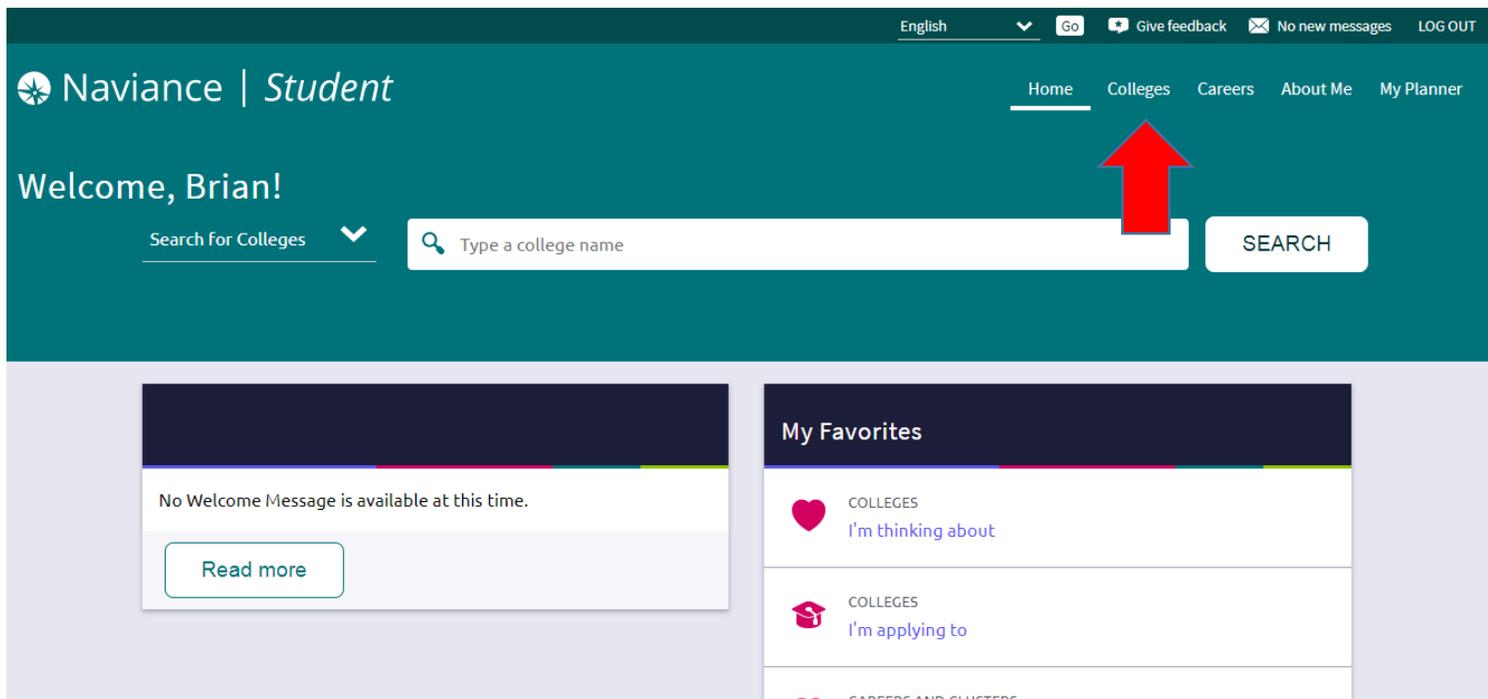
**\*\*3b-You need to have synced your CommonApp to Naviance before this step** (Please watch how to do that here: <http://www.screencast.com/t/gxEQkElyo1>)

### To add colleges to “Colleges I’m Applying to” List

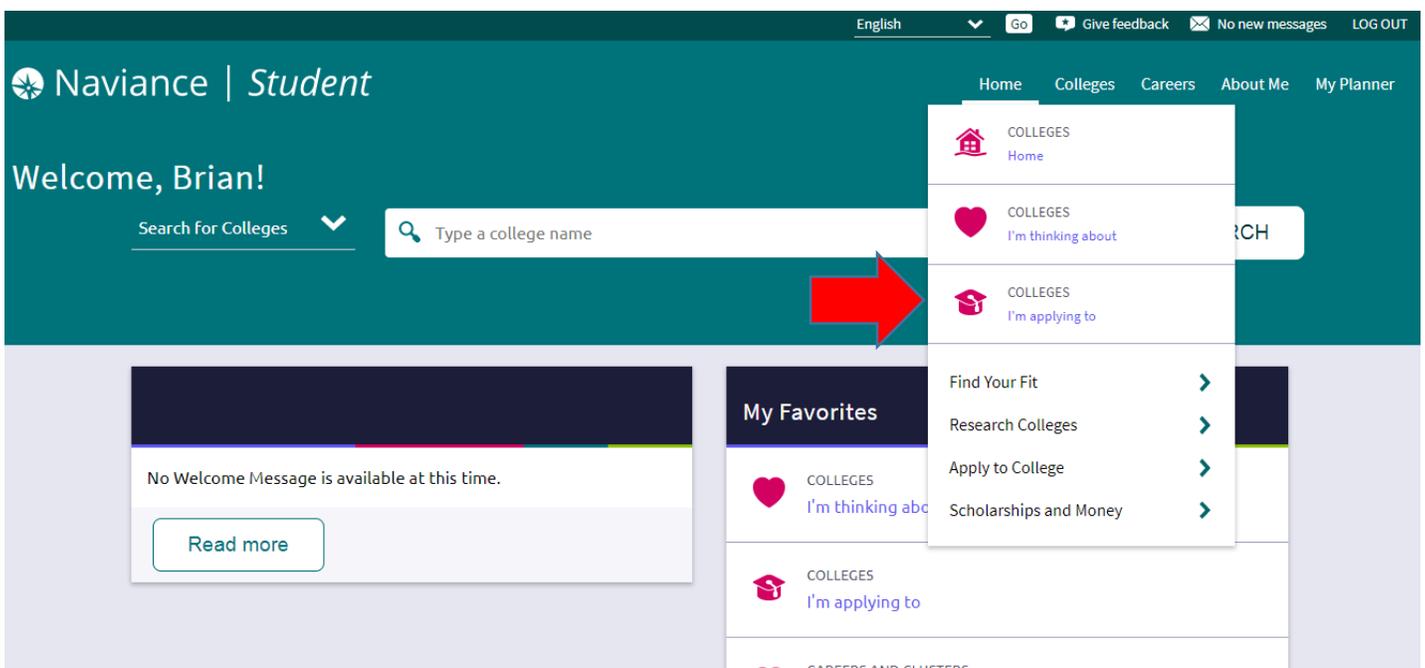
7. If you click on “Colleges I’m Applying to” and you get this screen (see below), you will need to add colleges to your list.
8. Click on the pink plus sign.
  - a. You will arrive at a page that says “Add Application”
  - b. Start typing in the “Which college are you applying to” menu- schools will begin to populate. Select the school of your choice.
  - c. Under “App type” you will select “Regular Decision” \*\*Exception: You know you are applying to a program/college specifically for Early Decision/Action, then select as appropriate. **If you do not know**, you are more than likely applying for “Regular Decision.”
  - d. Under “I’ll submit my application” choose “Via Common App” for schools **using** Common App (i.e. Adelphi University).
  - e. Under “I’ll submit my application” choose “Direct to the Institution” for schools **not using** Common App (i.e. University of Illinois at Urbana-Champaign).
9. Select “I’ve submitted my application” ONLY if you’ve already submitted your application via Common App or directly through the college’s website. If you haven’t submitted your application, DO NOT check this box. (You can still send your transcript without having completed your application).
  - a. Select “Add Application” if you only want to add it to your list.
  - b. Select “Add and Request Transcript” to go through with submitting transcript request.
  - c. From 9b Please see step 5.

Steps with pictures below:

2a. Click on the “Colleges” tab on the left menu



2b. Click on “Colleges I’m Applying to” in the drop down menu



3a. You should see a list of college(s) that you are applying to



\* = extended profile available

REQUEST TRANSCRIPTS REMOVE

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> University of Chicago	RD	Regular Decision 2	January N/A	no request	Pending		Unknown   EDIT  MORE
<input type="checkbox"/> University of Illinois at Urbana-Champaign	RD	Regular Decision 5	January N/A	no request	Initial materials submitted		Unknown   EDIT  MORE

3b. If the school you are applying to **uses** Common App (i.e. University of Chicago), be sure the “Submission Type” shows “CA” and when you click on “Application” you’ve selected “Common App” for “How are you Applying?”

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> University of Chicago	RD	Regular Decision 2	January N/A	no request	Pending	CA	Unknown   EDIT  MORE
<input type="checkbox"/> University of Illinois at Urbana-Champaign	RD	Regular Decision 5	January N/A	no request			<div style="border: 1px solid gray; padding: 5px;"> <p><b>Application:</b> Have You Applied?</p> <p><b>How are you applying?</b> Common App</p> <p><b>Results:</b> Unknown</p> </div> EDIT  MORE

3c. If the school you are applying to **does not use** Common App (i.e. University of Illinois at Urbana-Champaign), be sure when you click on “Application” you’ve selected “Direct to the Institution” for “How are you Applying?”

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> University of Chicago	RD	Regular Decision 2	January N/A	no request			<div style="border: 1px solid gray; padding: 5px;"> <p><b>Application:</b> Have You Applied?</p> <p><b>How are you applying?</b> Direct to the institution</p> <p><b>Results:</b> Unknown</p> </div> EDIT  MORE
<input type="checkbox"/> University of Illinois at Urbana-Champaign	RD	Regular Decision 5	January N/A	no request	materials submitted		Unknown   EDIT  MORE

#### 4. Click on “Request Transcripts”

Manage Transcripts Application Milestones Compare Me

+ = extended profile available

+ REQUEST TRANSCRIPTS REMOVE

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> University of Chicago	RD	Regular Decision 2	January N/A	no request	Pending		Unknown   EDIT  MORE
<input type="checkbox"/> University of Illinois at Urbana-Champaign	RD	Regular Decision 5	January N/A	no request	Initial materials submitted		Unknown   EDIT  MORE

#### 5. This will bring you to a page that says “Request College Application Transcript”

Cancel Request College Application Transcript

Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

**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

5a. If you are requesting before January of your Senior year (fall semester), check the box that says “Initial” under “What Type of Transcript are you Requesting?”

**What type of transcript are you requesting?**

Initial

Mid year

Final

5b. Under “What Additional Materials, if any, do you want to include?” **DO NOT SELECT EITHER!!** You will need to send your test scores through act.org (ACT) or collegeboard.org (SAT) NOT NAVIANCE!

**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

5c. Click on “Where Are you Sending the Transcript/s?”

**What additional materials, if any, do you want included?**

- Unofficial SAT Scores
- Unofficial ACT Scores



**Where are you sending the transcript/s?**

No Preference



Request and Finish

5d. This will bring you to a page with a list of schools that you’ve selected to apply to.

Request College Application Transcript

Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

Close Reset

Start typing

- University of Chicago
- University of Illinois at Urbana-Champaign

DONE

5e. Select one, multiple, or all to send your transcript(s). Hit “Done.”

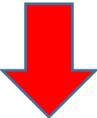
Request College Application Transcript

**i** Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

Rese

University of Chicago

University of Illinois at Urbana-Champaign



6. You will arrive at a page confirming your choices. Make sure “Initial” is selected, that **no** boxes are checked for SAT or ACT scores, and the school(s) you want to send to are listed. Hit “Request and Finish.”

**i** Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

**What type of transcript are you requesting?**

Initial

Mid year

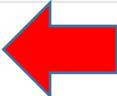
Final

**What additional materials, if any, do you want included?**

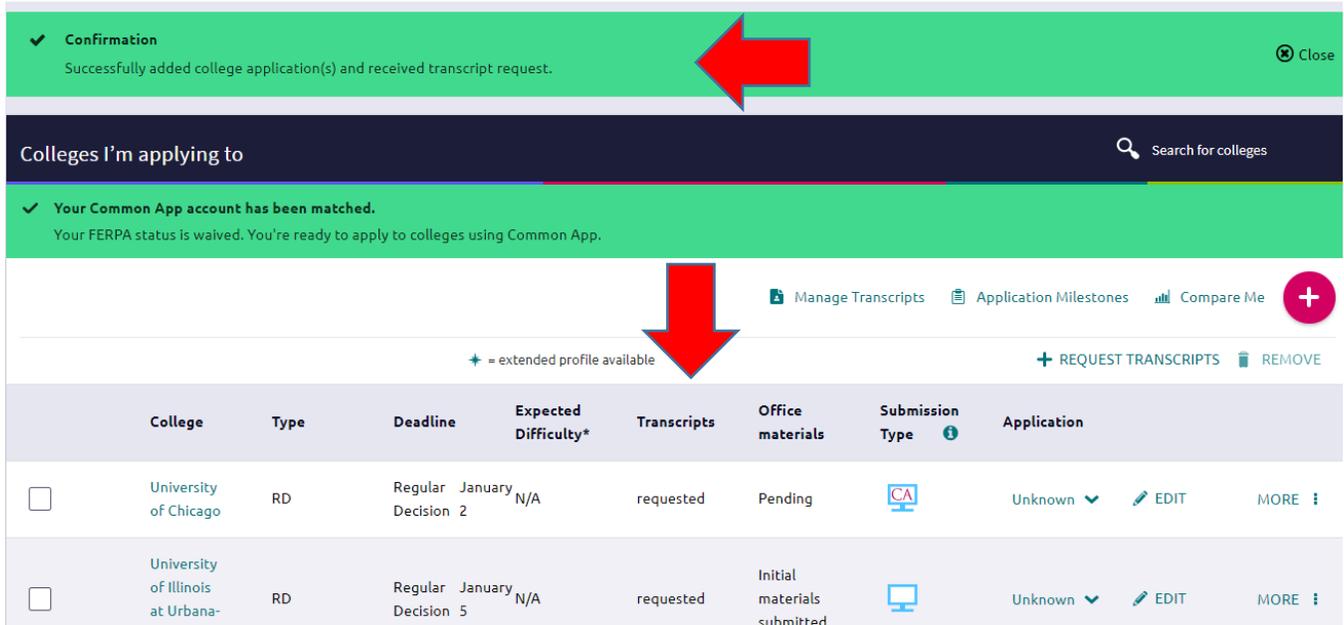
Unofficial SAT Scores

Unofficial ACT Scores

**Where are you sending the transcript/s?**



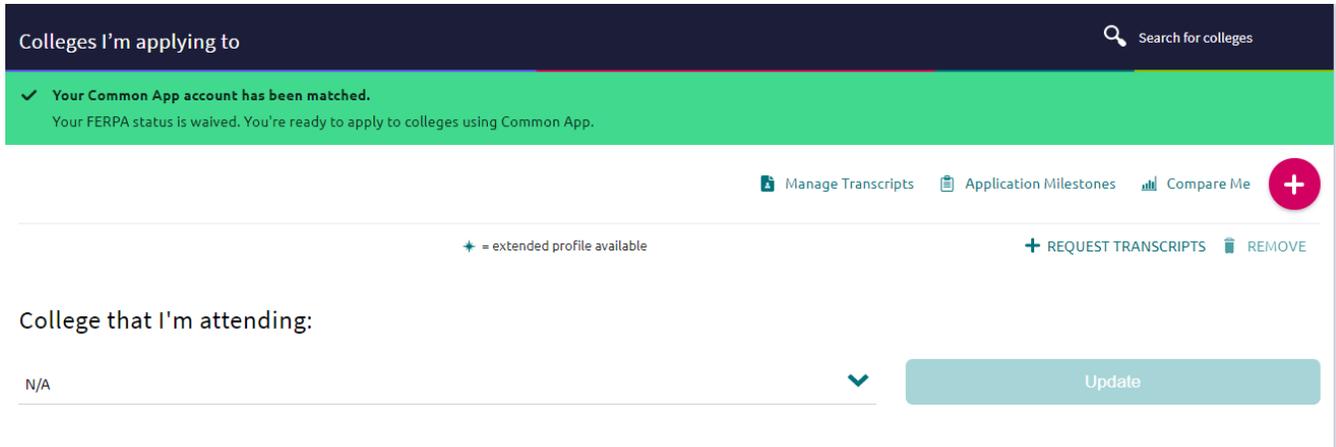
6a. You will arrive at a page confirming that you have requested your transcript to be sent. There will be a green box that says “Confirmation. Successfully added college application(s) and received transcript request.” Below, you will see “requested” under “Transcripts” next to your college choice.



The screenshot displays a user interface for managing college applications. At the top, a green confirmation banner reads: "Confirmation. Successfully added college application(s) and received transcript request." with a "Close" button. Below this is a dark header "Colleges I'm applying to" with a search bar. A second green banner states: "Your Common App account has been matched. Your FERPA status is waived. You're ready to apply to colleges using Common App." Navigation links include "Manage Transcripts", "Application Milestones", and "Compare Me". A table lists two colleges: University of Chicago and University of Illinois at Urbana-Champaign. Both show "requested" under the "Transcripts" column. A red arrow points to the "requested" text in the first row, and another red arrow points to the "Transcripts" column header.

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> University of Chicago	RD	Regular Decision 2	January N/A	requested	Pending	CA	Unknown <span>▼</span> <span>EDIT</span> <span>MORE</span>
<input type="checkbox"/> University of Illinois at Urbana-Champaign	RD	Regular Decision 5	January N/A	requested	Initial materials submitted		Unknown <span>▼</span> <span>EDIT</span> <span>MORE</span>

7. If you click on “Colleges I’m Applying to” and you get this screen (see below), you will need to add colleges to your list.



Colleges I'm applying to

Search for colleges

✓ **Your Common App account has been matched.**  
Your FERPA status is waived. You're ready to apply to colleges using Common App.

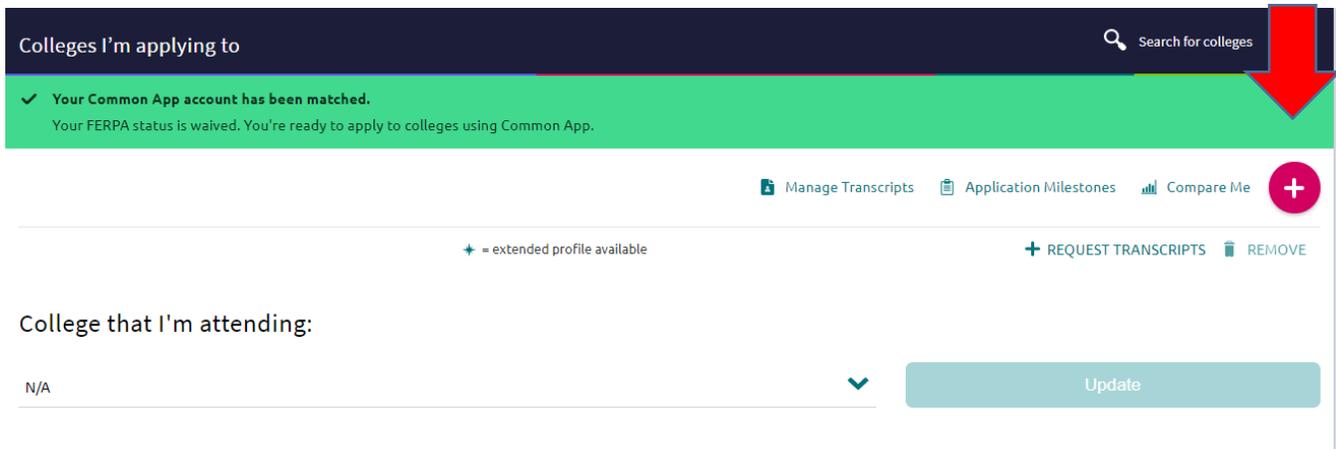
Manage Transcripts Application Milestones Compare Me +

+ = extended profile available + REQUEST TRANSCRIPTS REMOVE

College that I'm attending:

N/A Update

8. Click on the pink plus sign.



Colleges I'm applying to

Search for colleges

✓ **Your Common App account has been matched.**  
Your FERPA status is waived. You're ready to apply to colleges using Common App.

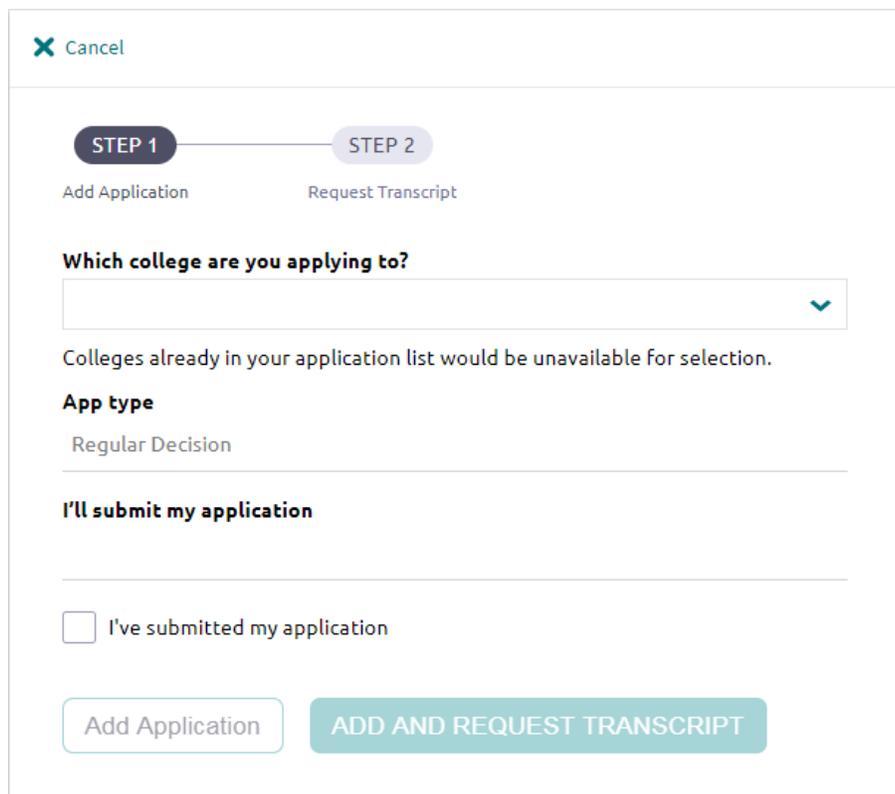
Manage Transcripts Application Milestones Compare Me +

+ = extended profile available + REQUEST TRANSCRIPTS REMOVE

College that I'm attending:

N/A Update

8a. You will arrive at a page that says “Add Application”



Cancel

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

8b. Start typing in the “Which college are you applying to” menu- schools will begin to populate. Select the school of your choice.

The screenshot shows a web form with a progress indicator at the top. 'STEP 1' is highlighted in a dark blue circle, with 'STEP 2' in a lighter circle. Below the steps are the labels 'Add Application' and 'Request Transcript'. The main heading is 'Which college are you applying to?'. A search input field contains 'university of illinois' and has a dropdown menu open showing four options: 'University of Illinois at Chicago', 'University of Illinois at Springfield', 'University of Illinois - Fire Service Institute', and 'University of Illinois - Police Training Institute'. Below the dropdown is a checkbox labeled 'I've submitted my application'. At the bottom are two buttons: 'Add Application' and 'ADD AND REQUEST TRANSCRIPT'.

8c. Under “App type” you will select “Regular Decision” \*\*Exception: You know you are applying to a program/college specifically for Early Decision/Action, then select as appropriate. **If you do not know**, you are more than likely applying for “Regular Decision.”

This screenshot shows the same form as above, but with 'STEP 2' highlighted in the progress indicator. The 'Which college are you applying to?' dropdown now shows 'University of Illinois at Urbana-Champaign' selected. Below this is a message: 'Colleges already in your application list would be unavailable for selection.' The 'App type' dropdown is open, showing 'Regular Decision January 5' selected. Below that is the 'I'll submit my application' section, with 'Direct to the institution' selected. A red arrow points to the 'App type' dropdown. At the bottom are the 'Add Application' and 'ADD AND REQUEST TRANSCRIPT' buttons.

8d. Under “I’ll submit my application” choose “Via Common App” for schools **using** Common App (i.e. University of Chicago).



---

**STEP 1** — **STEP 2**  
Add Application — Request Transcript

**Which college are you applying to?**  
University of Chicago 

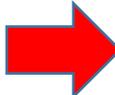
Colleges already in your application list would be unavailable for selection.

**App type**  
Regular Decision January 2 

**I’ll submit my application**  
Via Common App 

I've submitted my application

[Add Application](#) [ADD AND REQUEST TRANSCRIPT](#)



8e. Under “I’ll submit my application” choose “Direct to the Institution” for schools **not using** Common App (i.e. University of Illinois at Urbana-Champaign).



---

**STEP 1** — **STEP 2**  
Add Application — Request Transcript

**Which college are you applying to?**  
University of Illinois at Urbana-Champaign 

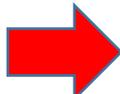
Colleges already in your application list would be unavailable for selection.

**App type**  
Regular Decision January 5 

**I’ll submit my application**  
Direct to the institution 

I've submitted my application

[Add Application](#) [ADD AND REQUEST TRANSCRIPT](#)



9(a & b). Select “I’ve submitted my application” ONLY if you’ve already submitted your application via Common App or directly through the college’s website. If you haven’t submitted your application, DO NOT check this box. (You can still send your transcript without having completed your application). Select “Add Application” if you only want to add it to your list. Select “Add and Request Transcript” to go through with submitting transcript request.

 Cancel

---

**STEP 1** ————— **STEP 2**  
Add Application Request Transcript

**Which college are you applying to?**

University of Illinois at Urbana-Champaign 

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

**App type**

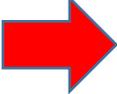
Regular Decision January 5 

---

**I'll submit my application**

Direct to the institution 

---

  I've submitted my application