

Adding College Applications and Requesting Transcripts

Overview: Add colleges and request transcripts once you know how you will apply: (Common application or directly to College) and the appropriate deadline. We will not process any transcript requests with a question mark in the submission box. (See arrow below).

Keep track of the colleges that you are applying to by using the **Colleges I'm Applying To** list. This list provides an overview of the college, the college deadline, transcript requests, and whether the application was submitted allowing you to easily keep track of your college application process. Additionally, view other college application information like requests for letters of recommendation, college events, and test scores.

Accessing the List: [Building your college list VIDEO.](#) [EDITING your college list VIDEO.](#)

- From Naviance Student, **Colleges > Colleges I'm Applying To.**

Note: Colleges may have several campus locations. Make sure you choose the correct campus. Also, some colleges have the same name (Cornell or Georgetown), but one is a university and one is a college. They are neither the same school nor the same location.

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> The University of Akron	RD	Regular Decision May 1	N/A		Pending	?	EDIT MORE
<input type="checkbox"/> American University	RD	Regular Decision January 15	N/A	requested	Pending	CA	Accepted EDIT MORE
<input type="checkbox"/> Northern Kentucky University	ED	Early Decision	N/A	requested	Pending	Computer	Unknown EDIT MORE
<input type="checkbox"/> Pennsylvania State							EDIT MORE

Adding a College(s) to the List & Requesting Transcripts

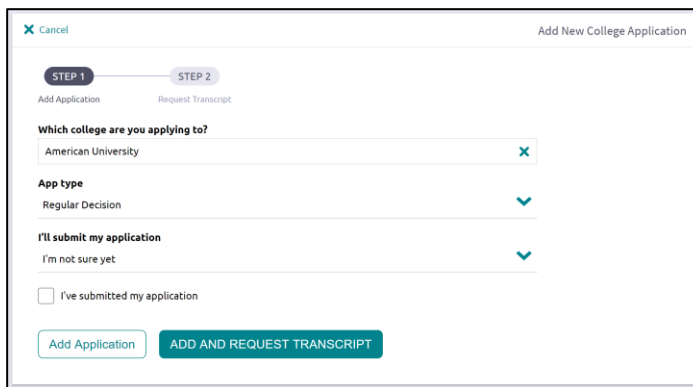
Colleges can be added to the Colleges I'm Applying To list in two different ways:

- From the *Colleges I'm Applying To* list
- From the *Colleges I'm Thinking About* list: **(This is the simplest and easiest way to make sure you have the correct college).**

From Colleges I'm Applying To Click the Add button (+ sign).

The Add New College Application, Step 1 Add Application displays.

- From **Which college are you applying to?** use the drop-down or type the name of the desired college and select from the matches.
- From **App Type** click the drop-down to identify your answer.
- From **I'll submit my application?** click the drop-down to identify your answer.
- If you have already sent in your application, select the checkbox labeled **I've submitted my application**. If not, leave it unchecked.



If you currently do not need to request transcripts, select Add Application. You will use this tab for colleges that use Self-reported Academic Records in place of a transcript.

- Click **Add and Request Transcript**.
The Add New College Application—Step 2 Request Transcript displays.
- From **What type of transcript/s are you requesting?** Select the checkbox(es) that identify your answer.
- From **What additional materials, if any, do you want included?** Select the checkbox(es) that identify your answer.
- Review **Where are you sending this transcript?** to ensure the proper college name is displaying.
- Click **Request and Finish**.

From Colleges I'm Thinking About

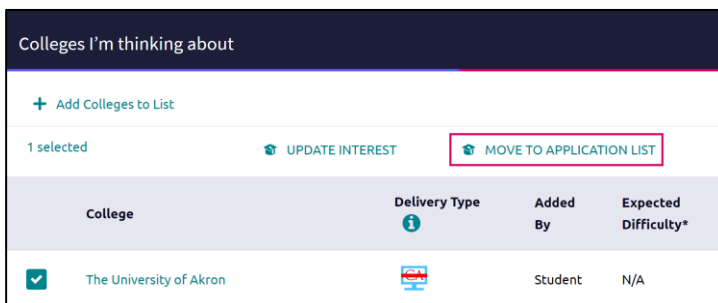
- From Naviance Student, navigate to **Colleges > Colleges I'm Thinking About**

- Place checkmarks in the checkboxes next to the schools to which you are applying.

- Click **Move to Application List**.

The Move to College Applications, Step 1: Add Application/s displays.

- Use the drop-down menus to select the accurate responses.
- If you have already sent in your application, select the checkbox labeled **I've already sent my application**. If not, leave it unchecked.



College	Delivery Type	Added By	Expected Difficulty*
<input checked="" type="checkbox"/> The University of Akron		Student	N/A

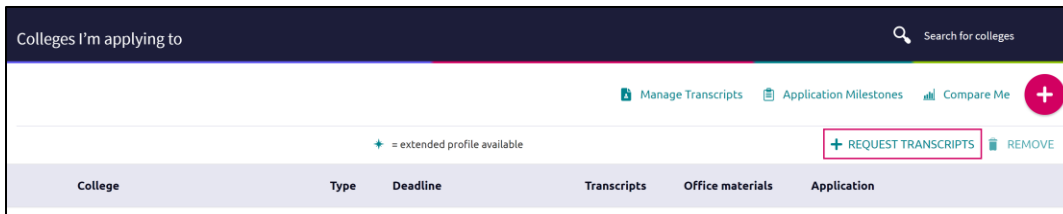
If you do not currently need to request transcripts, select Add Applications. . You will use this tab for colleges that use Self-reported Academic Records in place of a transcript.

- Click **Add and Request Transcripts**.
The Move to College Applications, Step 2: Request Transcripts displays.
- Select the accurate checkbox(es) for **What type of transcript/s are you requesting?** and **What additional materials, if any, do you want included?**
- Review **Where are you sending this transcript?** to ensure the proper college name and deadline type is displaying.
- Click **Request and Finish**. The college is added, and the request is made.

Request Transcript

A transcript can be requested for schools that were previously saved to your **Colleges I'm Applying To** list.

- From Colleges I'm Applying To, click **Request Transcripts**.



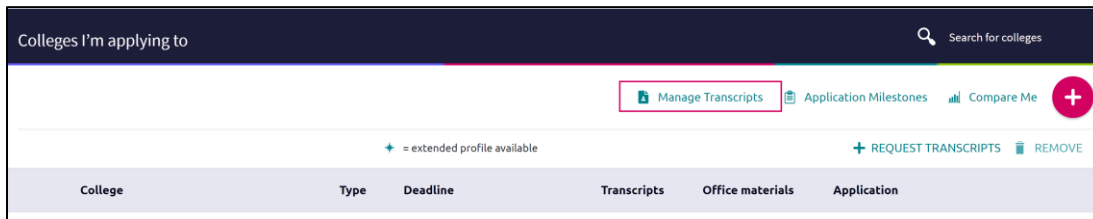
The Request College Application Transcript displays.

2. Use the checkboxes and drop-downs to answer the transcript-related questions.
3. Click **Request and Finish**.

Manage Transcripts

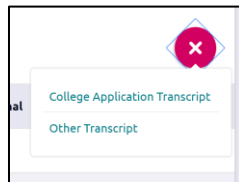
Use Manage Transcripts to keep track of your general transcript requests, whether for college applications or scholarships.

1. From the Colleges I'm applying to list in Naviance Student, click **Manage Transcripts**.



The Manage Transcripts page displays.

2. Here you can see all the institutions to which a transcript request has been associated.
3. Use the **Add (+)** button to add **College Application Transcript**.



Confirmation Number	Recipient	Type	Requested	Due	Mailed	Midyear	Final	Confirm receipt
23522818	American Univ	College App	04/16/18	-	Pending	Requested	-	-
23524689	American Univ in Bulgaria	College App	04/20/18	03/01/19	Pending	Requested	-	-
23533045	Pennsylvania State University	College App	04/20/18	-	Pending	Requested	-	-
23535044	PSU Altoona	College App	04/20/18	-	Pending	Requested	-	-
23522822	Rensselaer High	Scholarship	04/16/18	04/16/18	-	-	-	-

Transcript fees		
Total Requested:	\$	FEE STRUCTURE
Total Billed:	\$35	This is the transcript fee structure for your school
Paid to date:	-\$0	None over your transcript
YOU OWE:	\$35	Does not apply as for 3 transcripts
		Cost per additional transcript:
		\$10

4. Use the checkboxes and drop-downs to answer the transcript-related questions.
5. Click **Request and Finish**.

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

Final

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

Check "initial transcript."

LT does NOT send test scores. Order scores from College Board or ACT.

Other Application Information

Letters of Recommendation: Students must first complete Teacher Recommendation Request form in “Surveys”.

Request new and keep track of letter of recommendation requests from [Colleges > Apply to College > Letters of Recommendation](#).

When adding a request, select a teacher to write the recommendation for a **specific college only** from your Colleges I’m Applying To list, and any notes to share with your teacher. Complete instructions are on the Canvas page.

Test Scores

LT does NOT SEND TEST SCORES! You must contact ACT or College Board to have your scores sent to colleges.