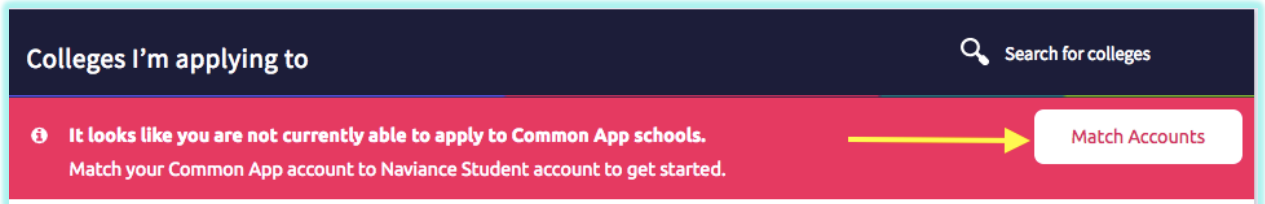
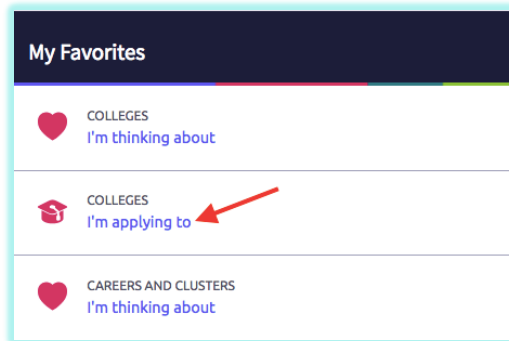

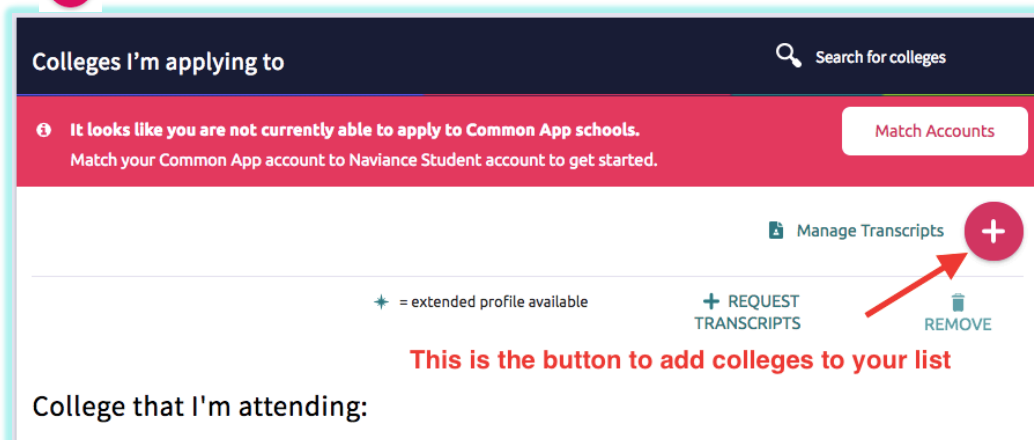


## Step 1: Adding Colleges to Naviance Student

1. Create a Common App account on the [Common App Online](#) *(If not applying Common App skip to step 5)*
2. Sign the Common App FERPA Waiver and add your high school information on the [Common App Online](#) (If N/A skip to step 5)
3. Add the colleges you are applying to on your Common App account (If N/A skip to step 5)
4. Sign into Naviance Student and click on **Colleges I'm Applying to**. Click the Match Accounts button to match your Common App account to Naviance Student. Your colleges that you added to the Common App, will now show up under the **Colleges I'm Applying to list** in Naviance Student. *(If not applying Common App skip to step 5)*



5. If starting at this step, sign into Naviance Student and click on **Colleges I'm Applying to**. If you are applying to other schools outside of the Common App or are not using the Common App, click the pink plus sign  to add a college you are applying to list.



6. Choose your **App Type** (Regular Decision, Early Decision, etc.), **select how you will submit your application** (**Common App** or **Directly to Institution – DO NOT FORGET THIS STEP**), and check the box if you have **submitted your application** to the college.

**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

Via Common App  
 Direct to the institution  
 I'm not sure yet

I've submitted my application

7. Click

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

Use this form to request transcripts for your college application. Transcript Request from your application list. Any existing transcript status of any transcript request in Manage Transcripts.

**STEP 2** Request Transcript

What type of transcript are you requesting?  
 Initial

Where are you sending the transcript/s?

9. Follow steps 5-8 to add additional colleges and request transcripts