

Using NAVIANCE to Request Transcripts & Recommendations



Online applications are very convenient; however you must be certain to **pay close attention to the directions and details of each application**. Each school will have specific application requirements and it is up to the student to know and follow the specific directions for each application. Students are required to complete their part of the application online and submit it directly to the institution either through the Common Application or the school designated application. In addition to submitting application materials, students must request school documents to be sent by the Counseling Center. Please follow the steps outlined below.

1. **After August 1st** of your senior year, create a Common Application account at www.commonapp.org. Remember to write your username and password for step #5.
2. List colleges in the **MY COLLEGES** section of the Common Application for any school which you intend to apply using the Common Application. This will automatically enter these college choices in the **COLLEGES I AM APPLYING TO** tab in Naviance.
3. Log into your NAVIANCE account through the UHS Counseling Center website. Sign in with your NAVIANCE username and password. Click on the **COLLEGES** tab.
4. Click on the **COLLEGES I'M THINKING ABOUT** tab to create a list of colleges. Remember, if you already selected a college(s) in your Common Application account, it will automatically move from the **COLLEGES I'M THINKING ABOUT** tab to the **COLLEGES I'M APPLYING TO** tab. If it is a non-Common Application, it will not automatically move from the **COLLEGES I'M THINKING ABOUT**. Your school counselor will move it upon receipt of the **PINK UHS COLLEGE APPLICATION SUBMISSION REQUEST**.
5. Click on the **COLLEGES I'M APPLYING TO** tab and complete the FERPA privacy waiver- you will need your Common Application username and password to complete this step.
6. Electronic requests for letters of recommendation should not be sent without a previous discussion with the teacher in person. Make sure you have provided the teacher(s) with your Teacher Recommendation Form. After this initial conversation, you can submit an electronic request through NAVIANCE. Scroll down to **TEACHER RECOMMENDATIONS** to request letters of recommendation. Click on **ADD/CANCEL REQUESTS** link under Teacher Recommendations. Select a teacher in the drop down box. In the **PERSONAL NOTE TO TEACHER** box, you are required to provide the deadline date by which your letter needs to be uploaded in NAVIANCE for processing. This deadline date should be the same date you plan to turn in your first **PINK UHS COLLEGE APPLICATION SUBMISSION REQUEST** form to your school counselor.
7. Send official SAT and/or ACT scores directly to colleges via www.collegeboard.org or www.act.org. The UHS Counseling Center does not send test scores.
8. Complete the **PINK UHS COLLEGE APPLICATION SUBMISSION REQUEST** for **each** application.
9. Schedule an appointment with your school counselor to process your application submission request at **least 10 school days** prior to the application deadline.

In the meantime, you can work on completing your applications. Remember, you can send your portion of the application at any time; you do not have to wait for the transcripts to be sent.