



College application process reference guide

Naviance Student

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This edition applies to Naviance software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Overview

To get started with college applications in Naviance Student, build an application list, and request transcripts and teacher letters of recommendation. After you build an application list and request documents, track document submission status and update application details.

Naviance Home Self-Discovery Courses Careers **Colleges** Planner Planner 2.0 About me

Colleges I'm Applying To

It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started. [Match Accounts](#)

[Manage Transcripts](#) [Application Milestones](#) [Compare Me](#) [+](#)

[+ Request Transcripts](#) [Remove](#)

[+ extended profile available](#)

College	App Type i	Deadline	Expected Difficulty*	Transcripts	Office Materials	Submission Type i	Application
☐ Ball State University	Regular Decision - Fall 2026	May 1	N/A	No Request	Pending		Unknown v EDIT More
☐ + University of California-Los Angeles	Regular Decision	Nov 30	N/A	No Request	Initial materials submitted		Unknown v EDIT More
☐ + Franklin and Marshall College	Regular Decision - The 2026-2027 Academic Year	Jan 15	N/A	No Request	Pending		Unknown v EDIT More

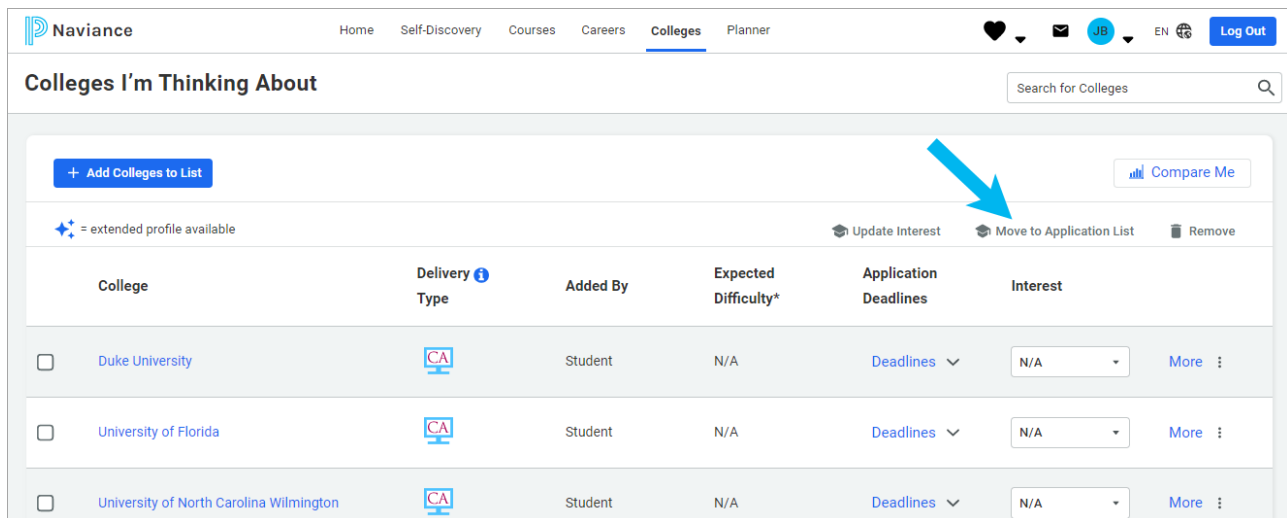
Build an application list

You can build an application list by:

- Moving colleges from your Colleges I'm Thinking About list to your Colleges I'm Applying to list.
- Add colleges to your Colleges I'm Applying to list. As you add colleges to your application list, you can also request transcripts.

Move colleges to your Colleges I'm Applying to list

1. Select **Colleges** and then select **Colleges I'm Thinking About**.
2. Select the colleges to move to your application list.
3. Select **Move to Application List**.



The screenshot shows the Naviance interface for the 'Colleges I'm Thinking About' section. At the top, there's a navigation bar with 'Colleges' selected. Below it, a search bar and a '+ Add Colleges to List' button are visible. A table lists three colleges: Duke University, University of Florida, and University of North Carolina Wilmington. Each row has a checkbox, a 'Delivery Type' icon (CA), 'Added By' (Student), 'Expected Difficulty*' (N/A), 'Application Deadlines' (Deadlines), and an 'Interest' dropdown menu set to 'N/A'. A blue arrow points to the 'Move to Application List' button located above the table's right side.

College	Delivery Type	Added By	Expected Difficulty*	Application Deadlines	Interest
☐ Duke University	CA	Student	N/A	Deadlines	N/A
☐ University of Florida	CA	Student	N/A	Deadlines	N/A
☐ University of North Carolina Wilmington	CA	Student	N/A	Deadlines	N/A

4. Select an **App Type** from the list.
5. Optionally, indicate how you'll submit your application, if you have submitted your application, and if you plan to submit SAT or ACT scores with your application.
6. Click **Add Applications** or click **Add and Request Transcripts**, select the transcript type to request, and then click **Request and Finish**.

Add colleges to your Colleges I'm Applying to list and request transcripts

1. Select **Colleges** and then select **Colleges I'm Applying To**.
2. Click **Add**.
3. Enter the name of the college to which you are applying and select it from the list.
4. Select an **App Type** from the list.

- Optionally, indicate how you'll submit your application, if you have submitted your application, and if you plan to submit SAT or ACT scores with your application.

STEP 1

STEP 2

Add Application
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

Are you planning to submit your SAT or ACT to be considered during the admission review process? ⓘ

Choose an option

▼

☐ I've submitted my application

Add Application

ADD AND REQUEST TRANSCRIPT

- Click **Add Applications** or click **Add and Request Transcripts**, select the transcript type to request, and then click **Request and Finish**.

Request transcripts

Request transcripts as you add a college to your list of Colleges I'm Applying To.

1. Select **Colleges** and then select **Colleges I'm Applying To**.
2. Select **Request Transcripts**.

Colleges I'm Applying To

Search for Colleges

It looks like you are not currently able to apply to Common App schools.

Match your Common App account to Naviance Student account to get started.

Match Accounts

Manage Transcripts

Application Milestones

Compare Me

+

✦ = extended profile available

➔ Request Transcripts

Remove

College	App Type ⓘ	Deadline	Expected Difficulty*	Transcripts	Office Materials	Submission Type ⓘ	Application
☐ St John's Seminary	Regular Decision	N/A	N/A	No request	Pending		Unknown EDIT More
☐ Alma College	Rolling	N/A	N/A	Requested	Pending		Submitted EDIT More
☐ Boston College	Early Action	Nov 1	N/A	No request	Pending		Submitted EDIT More

3. Select the type of transcript you are requesting, select a college from your application list, or enter a college name, and then click **Request and Finish**.

Alternatively, use:

- Request Transcript to request transcripts for colleges to which you are applying.
- Manage Transcripts to request college, scholarship, or other transcripts.

Request letters of recommendation

Teacher recommendations

Request a recommendation letter from a teacher at your school.

1. Select **Colleges** and then select **Letters of Recommendation** from Apply to College.
2. If prompted, select **Internal recommendation letters** and click **Continue**.
3. Click **Add Request**.
4. Select a teacher from the list.
5. Select **All Colleges** or specific colleges to invite a teacher to write a letter and send it to only the colleges that you have specified. You cannot request a letter of recommendation if you have already requested the maximum number allowed by the institution.
6. Optionally, select **General Request** to invite a teacher to write a letter and send it to any college that you add to Colleges I'm Applying To list.
7. Enter a personal note of up to 3000 characters. Share information that you want the teacher to highlight in their letter.
8. Click **Add Request**.

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. Make sure you give your teachers plenty of time to write your recommendations!

Cancel
Submit Request

1. Who would you like to write this recommendation?*

Counselor, Brad

2. Select the recommendation request type:*

Select	Colleges ^	Due ^
☐ All		
☒	Alabama A & M University -- required / -- allowed / 1 requested	Oct 01 2023
☒	Docufide Institute of Technology (not a real school) -- required / -- allowed / 1 requested	Mar 15 2023

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

3000 characters remaining

Cancel
Submit Request

Outside recommendations

Request a recommendation letter from someone outside of your school.

1. Select **Colleges** and then select **Letters of Recommendation** from Apply to College.
2. Select **Outside recommendation letters** and click **Continue**.
3. Click **Request recommendation**.
4. Choose to request recommendations for **Common App colleges** or **Non-Common App colleges** and click **Proceed**.
For Common App colleges, you will be redirected to the Common App website to make your request. Follow Common App's instructions.
5. For Non-Common App colleges, enter the information on the **Request recommendation** form and click **Submit**. An email will be sent to the recommender with your request details.

Request recommendation
✕

Recommender name Required

Recommender email Required

Relationship Required

Destination Required

Additional details

Characters: 0/3000

Cancel Submit

Track document submission status

Application materials

1. Select **Colleges** and then select **Colleges I'm Applying To**.
2. From **Transcripts**, review the status of your transcript request, either requested or submitted.
3. From **Office Materials**, review the status of your initial, midyear, or final application materials, either pending or submitted.

Transcripts

1. Select **Colleges** and then select **Manage Transcripts**.
2. Review the status or submission date for your initial, midyear, and final transcript.

Letters of recommendation

1. Select **Colleges** and then select **Letters of Recommendation** from Apply to College.
2. If prompted, choose a recommendation type.
3. Review the status of each request. For internal teacher recommendations, hover over the status for each request to review details such as submission date and more.

Update application details

Update your application details such as app type, interest, result, and more.

1. Select **Colleges** and then select **Colleges I'm Applying To**.
2. Choose **Edit** for the college to update.
3. Update the details.
4. Click **Save College Application**.



George Mason University (VA)

Have you submitted your application?

☐ I've submitted my application

I'll submit my application

☒ Direct to the institution

College Deadline

01/15/2022

Counselor Override

Not Applicable

App Type ⓘ

Regular Decision - Deadline Jan 15

Result

Unknown

☐ Waitlisted

☐ Deferred

Interest

N/A

Format

N/A

Save College Application