



College Application Product 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.

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
<input type="checkbox"/>	St John's Seminary	Regular Decision	N/A	N/A	No request	Pending		Unknown ✓ EDIT More
<input type="checkbox"/>	Alma College	Rolling	N/A	N/A	Requested	Pending		Submitted ✓ EDIT More
<input type="checkbox"/>	Boston College	Early Action	Nov 1	N/A	No request	Pending		Submitted ✓ EDIT More
<input type="checkbox"/>	🌟 George Mason University	Priority - test	Jan 5	N/A	No request	Pending		Unknown ✓ 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 'Colleges I'm Thinking About'. At the top, there's a navigation bar with 'Home', 'Self-Discovery', 'Courses', 'Careers', 'Colleges', and 'Planner'. A search bar is on the right. Below the navigation, there's a '+ Add Colleges to List' button and a 'Compare Me' button. The main content is a table with the following columns: College, Delivery Type, Added By, Expected Difficulty, Application Deadlines, and Interest. The table lists three colleges: Duke University, University of Florida, and University of North Carolina Wilmington. Each row has a checkbox, a 'CA' icon, 'Student' as the added by, 'N/A' for difficulty, and 'Deadlines' for application deadlines. The 'Interest' column has a dropdown menu set to 'N/A' and a 'More' link. A blue arrow points to the 'Move to Application List' button in the top right of the table area.

College	Delivery Type	Added By	Expected Difficulty*	Application Deadlines	Interest
<input type="checkbox"/> Duke University	CA	Student	N/A	Deadlines	N/A
<input type="checkbox"/> University of Florida	CA	Student	N/A	Deadlines	N/A
<input type="checkbox"/> University of North Carolina Wilmington	CA	Student	N/A	Deadlines	N/A

4. From Step 1, answer the questions, indicate if you have submitted your application to the college. and then
5. 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.

The screenshot shows a two-step process. Step 1 is 'Add Application' and Step 2 is 'Request Transcript'. Under Step 1, there is a dropdown menu for 'Which college are you applying to?' and a note that colleges already in the list are unavailable. Below that is an 'App Type' dropdown set to 'Regular Decision'. Under Step 2, there is a section 'I'll submit my application' with a question: 'Are you planning to submit your SAT or ACT to be considered during the admission review process?' followed by a dropdown menu and a checkbox labeled 'I've submitted my application'. At the bottom, there are two buttons: 'Add Application' and '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 Q

ⓘ 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
<input type="checkbox"/> St John's Seminary	Regular Decision	N/A	N/A	No request	Pending		Unknown ✓ EDIT More
<input type="checkbox"/> Alma College	Rolling	N/A	N/A	Requested	Pending		Submitted ✓ EDIT More
<input type="checkbox"/> 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 Teacher Letters of Recommendation

1. Select **Colleges** and then select **Letters of Recommendation** from Apply to College.
2. Click **Add Request**.
3. Select a teacher from the list.
4. 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.
5. 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.
6. Enter a personal note of up to 3000 characters. Share information for the teacher to highlight in their letter.
7. 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!

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

2. Select the recommendation request type:*

<input type="checkbox"/> Select All	Colleges ^	Due ^
<input checked="" type="checkbox"/>	Alabama A & M University -- required / -- allowed / 1 requested	Oct 01 2023
<input checked="" type="checkbox"/>	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

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. Review the status of each request. 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**.

[X CANCEL](#)

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](#)