



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

extended profile available

Request Transcripts
 Remove

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

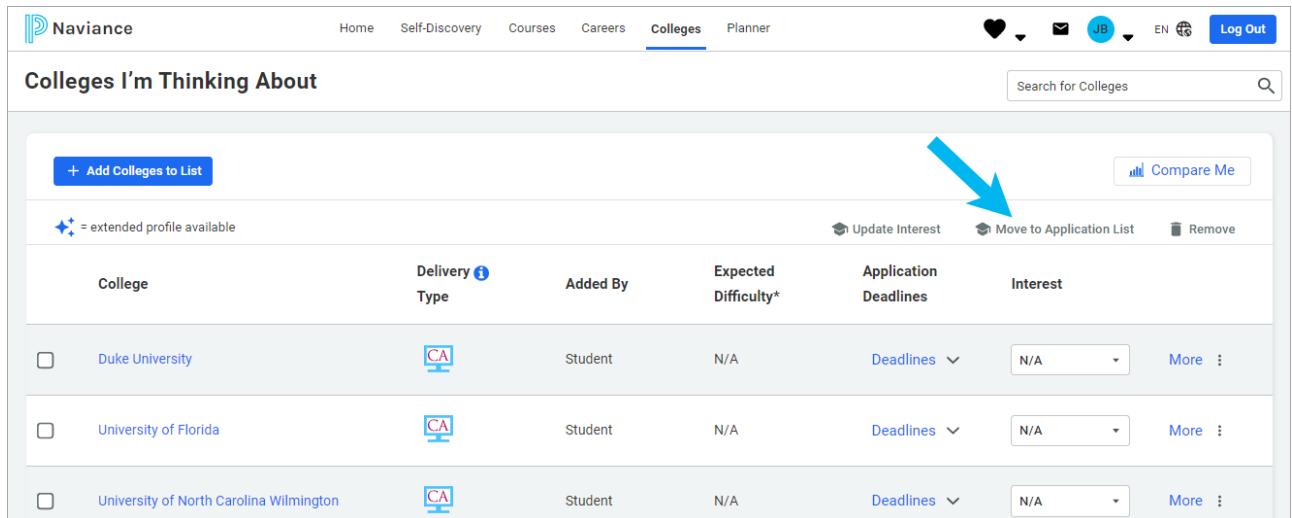
Build an application list

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 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. A blue arrow points to the 'Move to Application List' button located above the table's interest column.

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.
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.

STEP 1

STEP 2

Add ApplicationRequest 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 ApplicationADD AND REQUEST TRANSCRIPT

6. 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. Select **Request recommendation**.
3. From **Letter type**, choose **Teacher**.
4. From **Recommender name**, choose a teacher.
5. From **Request type**, choose **Open** or **Specific**.
 - For an **Open** request, the teacher can send their letter to any college on your list now or later.
 - For a **Specific** request, the teacher can only send their letter to the colleges you specify. You cannot request a letter if you have already requested the maximum number allowed by the institution.
6. For specific requests, select the colleges you want the teacher to send their letter to.
7. Enter additional details for the teacher.
8. Click **Submit**.

Request letter of recommendation

Letter type (required)

Teacher

Recommender name (required)

Select a teacher

Request type (required)

☒ Open
 The teacher can send the letter to any college you add to your list now or in the future.

☐ Specific
 The teacher can only send the letter to the colleges you select. You can choose all colleges on your list or select individual ones. Recommended for better tracking and control.

Additional details

B U I

A A

Size

≡ ≡

Include details about your accomplishments, goals, and qualities you'd like the recommender to highlight.

Cancel

Submit

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 **Request recommendation**.
3. From **Letter type**, choose **Outside recommender**.
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:
 - a. Enter the **Recommender name** and **Recommender email**.
 - b. Select a **Recommender relationship**.
 - c. From **Recommendation for**, select the colleges that should receive the recommendation letter.
 - d. Enter any **Additional details**.
 - e. Click **Submit**. An email will be sent to the recommender with your request details.

Request outside recommendation
✕

Letter type (required)
Outside recommender

Recommender name (required)
Enter first name and last name

Recommender email (required)
Where the request will be sent

Recommender relationship (required)
Select an option

Recommendation for (required)
Select colleges

Additional details

B U **I**
A **A**
Size

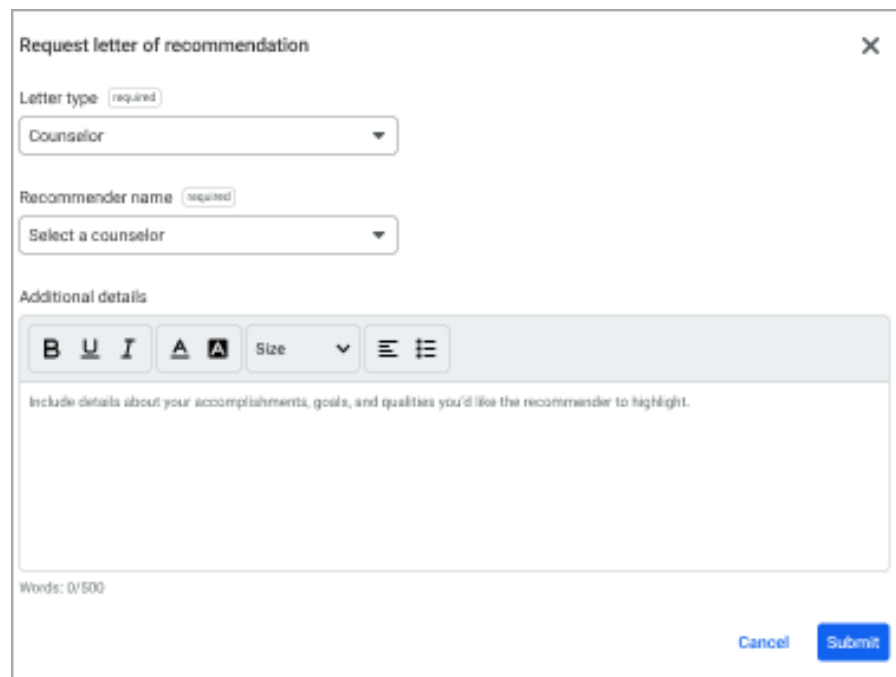
Include details about your accomplishments, goals, and qualities you'd like the recommender to highlight.

Cancel Submit

Counselor recommendations

Request a recommendation letter from your counselor.

1. Select **Colleges** and then select **Letters of Recommendation** from Apply to College.
2. Select **Request recommendation**.
3. From **Letter type**, choose **Counselor**.
4. From **Recommender name**, choose your counselor.
5. Enter additional details for the counselor.
6. Click **Submit**.



The screenshot shows a web form titled "Request letter of recommendation" with a close button (X) in the top right corner. The form contains the following elements:

- Letter type**: A dropdown menu with "Counselor" selected. A "required" label is next to the field.
- Recommender name**: A dropdown menu with "Select a counselor" selected. A "required" label is next to the field.
- Additional details**: A section with a rich text editor toolbar containing buttons for Bold (B), Underline (U), Italic (I), Text Color (A), Background Color (A), Font Size (Size), and Bulleted List (≡). Below the toolbar is a large text area with the placeholder text: "Include details about your accomplishments, goals, and qualities you'd like the recommender to highlight."
- Word count**: A label "Words: 0/500" is located at the bottom left of the text area.
- Buttons**: "Cancel" and "Submit" buttons are located at the bottom right of the form.

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**.

 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