

Requesting Teacher and Counselor Letters of Recommendation

You should ask for recommendations as early in the application process as possible and then provide them with the **completed** Personal Data form at least **two weeks** before the application is due. After you have asked the recommender, you will need to request the letter of recommendation in your Naviance Student account in order for them to complete the process.

The Naviance Student process for requesting teacher recommendations is as follows:

- ✓ **Colleges**
- ✓ **Apply to College**
- ✓ **Letters of Recommendation**
- ✓ **Add Request**
- ✓ **Select Teacher/Counselor**
- ✓ **Select Which colleges this request is for?**
- ✓ **Include a personal note to recommender e.g. deadlines and specific instructions**
- ✓ **Click Submit Request**