

# Quick Guide to College Apps, Letters of Rec, and Transcripts

## Adding College Applications to Naviance

When you decide which colleges you are applying to, you need to add them to your Naviance account. There are two ways to add colleges to your Naviance account.

The first is to add them to your Common Application and connect your Common App account with your Naviance account. Doing so will pull the colleges from your Common App and list them in your Naviance “Colleges I’m Applying To” list.

To connect your Common Application with your Naviance account:

1. In Naviance, click the “Colleges” tab, look under “Apply to College”, click “Colleges I’m Applying To”
2. In the top, red banner, click the red “Match Accounts” button
3. You will be redirected to the Common App site to enter your Common App login info

If you are applying to a college that does not accept the Common App, or if you choose to apply via a school’s online application, you will need to manually add it in Naviance.

To manually add colleges to your Naviance account:

1. Click the “Colleges” tab, look under “Apply to College”, then click “Colleges I’m Applying To”
2. Look to the top, right corner and click on the blue circle with the “+” in the center
3. Select all relevant information from the drop-down boxes, and click “Add Application”

## Requesting Letters of Recommendation

All letters from the school staff are sent via Naviance. Do not request letters via the Common Application.

1. In Naviance, click on the “Colleges” tab at the top of the home screen
2. Look under “Apply to College”
3. Click on “Letters of Recommendation”
4. Click “Add Request”
5. “Add a New Request” screen
6. Find the teacher that you spoke with who agreed to write you a letter from the drop down box
7. Always select the top option “General request”
8. The text box under #3 is an opportunity to say “Thank you!”
9. Click the blue “Submit Request” button. Doing so will send an email to the teacher informing them that they can now upload their letter of recommendation to your Naviance account

## Requesting Transcripts

Transcripts are requested in Naviance, via the “Colleges I’m Applying To” page.

1. In Naviance, click the “Colleges” tab, look under “Apply to College”, click “Colleges I’m Applying To”
2. Add colleges by either matching your Common App or by manually adding them
3. Click “+Request Transcripts” in blue text
4. Select “Initial” under the question “What type of transcript are you requesting?”
5. Select the colleges where you would like your transcript sent
6. Click “DONE”, then “Request and Finish”

## The Self Reported Academic Record (SRAR)

**Rutgers** does not want a transcript or letters of recommendation. You must report your transcript information via the SRAR after you finish the application for admission. Do not request that letters of rec or a transcript be sent to Rutgers.

Other colleges that accept the SRAR are **Penn State, Clemson, Virginia Tech, University of Delaware, and Pitt**. They accept the Common Application, so you can send letters of rec, but you do not need to send a transcript.