**Adding Colleges to Naviance and The Common Application**

First, research well and decide upon the colleges or universities to which you wish to apply.

Go to each college/university website and notice if the application process for that college is directly through the college, or if it can be submitted through the Common Application.

Complete the application through the college’s website or Common Application.

Once you have completed that, you are now ready to use Naviance to ADD colleges and Request Transcripts be sent from the high school to those colleges (please note that we only send OFFICIAL transcripts directly to the receiving institution).

Once you have completed AND submitted the application, then use your NAVIANCE account to add that college or colleges, under the Colleges tab and click on “Colleges I Am Applying To”. When you are adding colleges, also check the box that you have Submitted Your Application and are Requesting Transcripts.

If any of your applications were sent through the Common Application, then you must also complete the “Common Application Matching” step in Naviance.

If you do not use the Common Application to apply to a college that is a Common Application eligible, (apply directly to the college), when you add that college in Naviance, you must indicate that you are applying directly to the institution.

Also choose from the drop down box the type of admission (rolling, regular, early action or decision, etc). Once you’ve added all your choices, scroll to the bottom of the page and click on Update choices.

The most important thing to remember is that you complete AND submit your application first, either to the college or through Common Application, BEFORE you add those colleges to Naviance.

**Teacher Recommendations**

Applications will indicate if you need teacher recommendations. If that is the case, first speak to teachers face to face to request a recommendation. After your teacher has agreed, you may add their name in Naviance, in the Colleges I Am Applying To tab and then under Letters of Recommendation.

**SAT/ACT scores**

If we have them on file, your SAT/ACT scores are included on the official transcript sent from the high school. However, if your college or university requires those scores sent directly from The Collegeboard or ACT, that is your responsibility to do.