



Unit 5

College Application Documents

Application Reference Guide/Timeline

[Naviance Application Process Quick Reference Guide](#)

[Naviance Application Timeline](#)



A close-up photograph of a person's hands holding a silver smartphone. The person has pink nail polish and is wearing a ring on their left hand. The phone is held over a laptop keyboard. The background is slightly blurred, showing another person's hands in the upper left corner. The overall lighting is soft and warm.

Letter of Recommendation

Letter of Recommendations

- Most selective colleges and universities require one to three recommendation letters with your application, usually from your guidance counselor and at least one teacher. Recommendation letters are typically submitted electronically through the school specific supplements on The Common Application.
- Only request a letter of recommendation if the college requires one as part of the application process. Requesting one when it is not required does not make a difference.
- [Video on Requesting Letters in Naviance](#) for college purpose only.
- Request Letter of Recommendations for scholarships directly from that individual. Not in Naviance



Requesting Letters of Recommendation

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the [letters of recommendation section](#), accessible from the main colleges page, for more information

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here:

Add Request

Cancel

Submit Request

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

Select A Teacher

2. Select which colleges this request is for:*

- Choose **specific** colleges from your Colleges I'm Applying To list.
- All current and future colleges I add to my Colleges I'm Applying To list **1**

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

Requesting LORs

1. Go to **Colleges I'm Applying To List**
2. Select **Letters of Recommendation (LOR)** at the bottom of the list
3. Select **Add Request**
4. Select a **recommender**
5. Select which **colleges the request is for**
 - **Best practice** is to select specific colleges, since many colleges accept a limited number of recommendations.
6. Include a **personal note**
 - **Best practice** is to include a note. This assists the teacher in remembering special tasks or events.
7. Select **Submit Request**
8. Select **Request and Finish**

Who Will You Ask For a Letter of Recommendation?



- **Who will you ask?**

- Naturally, you will want to select a teacher who knows you well and you have an established rapport with one another.
- But before you decide who to ask, you need to look at the requirements of the colleges/universities that you are interested in attending and find out the letter of recommendation requirements.
 - Do they want the letter to be from a teacher in the subject area you will pursue in college?
 - Do they want the letter to be from a core subject area teacher.
 - Make sure you are following the guidelines set by your post-secondary institutions.

How to ask for the letter of Recommendation




- **Ask** for the letter, **do not tell** them you have chosen them to write you a letter!
- Be considerate of the teacher's time. Do not wait until the last minute!!!
- Consider sharing why you are asking them in particular.
- Consider sharing what you hope to do post high school.
- Understand that some teachers have a limit to how many they will write so do not procrastinate and do not have hurt feelings if they say no because they have reached their limit.
- Once the teacher agrees, ask them what they need from you. Some have their own form; some will require the LORI form, and some will not need anything.

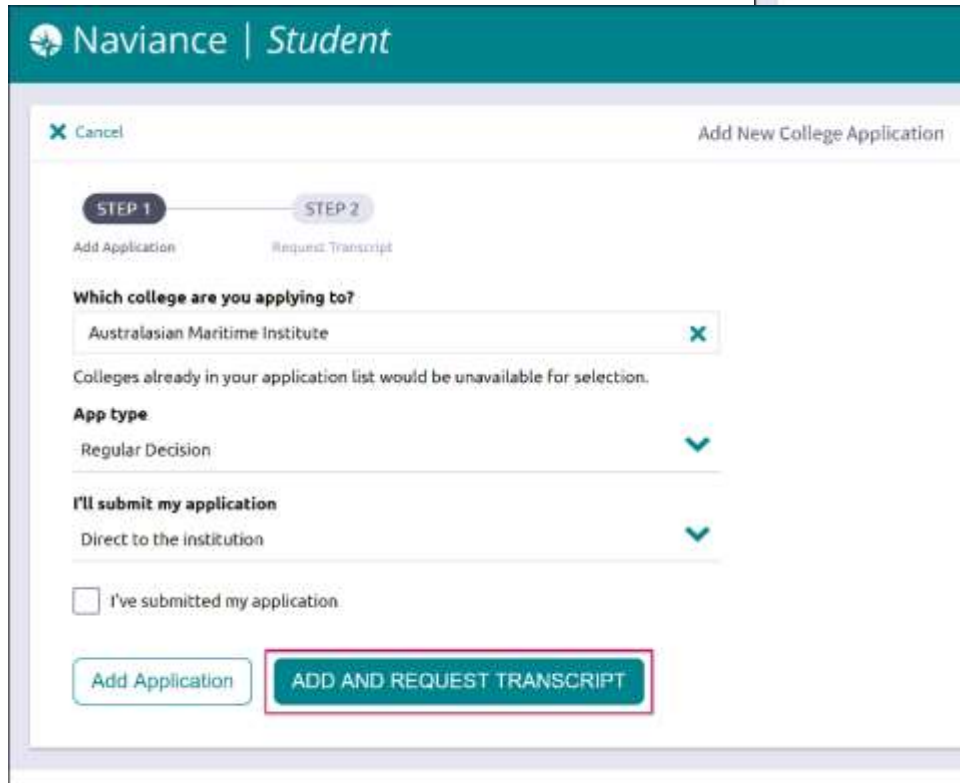
A close-up photograph of a person's hands holding a silver smartphone. The person has pink nail polish and is wearing a ring on their left hand. The phone is held over a laptop keyboard. The background is slightly blurred, showing another person's hands and a wooden desk. The overall lighting is soft and warm.

Transcripts

Request Transcripts

In order to access a transcript request, open the Colleges I'm Applying To list

Option 1: When using the plus  to add a new college, you can request a transcript during the process.



Naviance | Student

Cancel Add New College Application

STEP 1 Add Application STEP 2 Request Transcript

Which college are you applying to?

Australasian Maritime Institute

Colleges already in your application list would be unavailable for selection.

App type

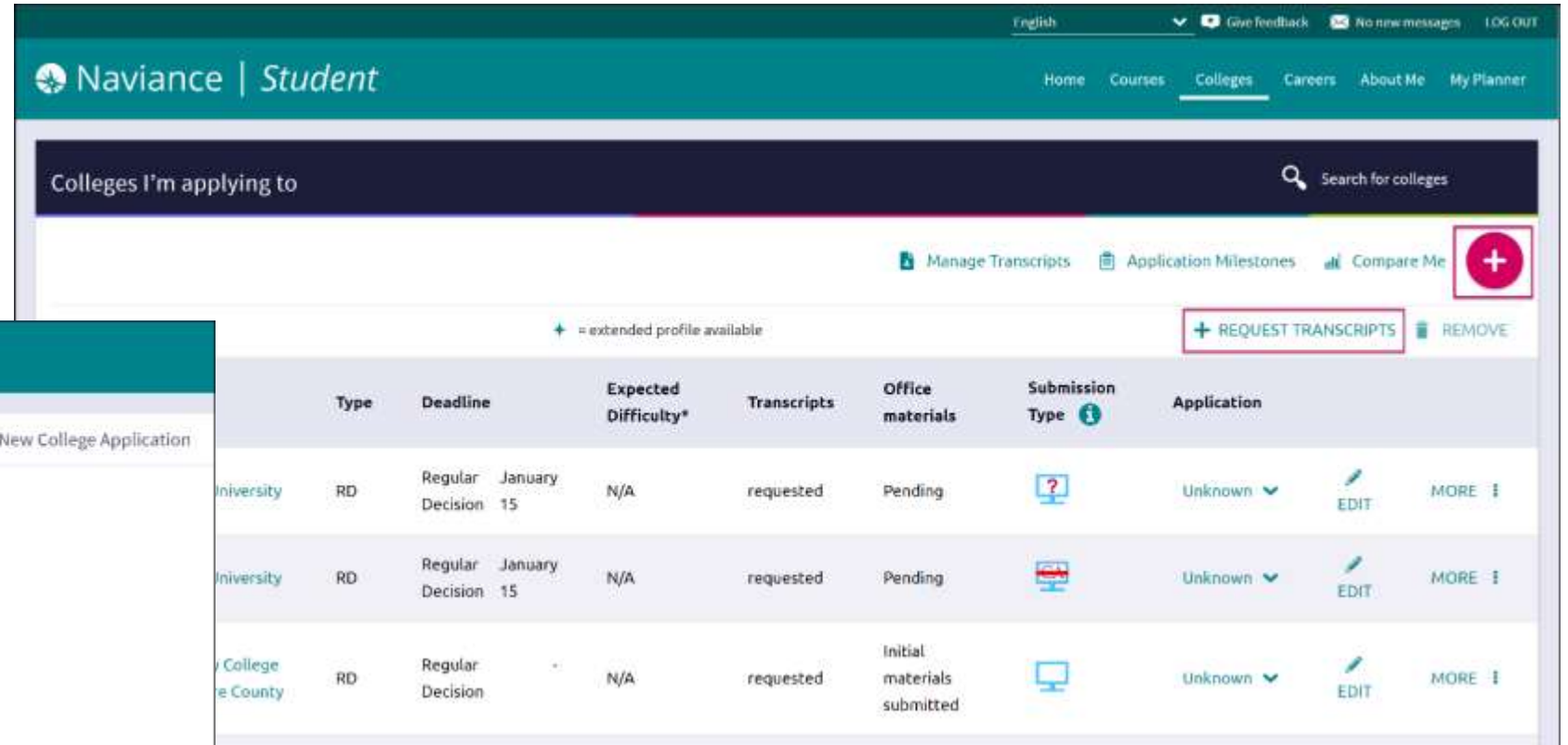
Regular Decision

I'll submit my application

Direct to the institution

I've submitted my application

Add Application **ADD AND REQUEST TRANSCRIPT**




Naviance | Student







Home Courses **Colleges** Careers About Me My Planner

Colleges I'm applying to

Search for colleges

Manage Transcripts Application Milestones Compare Me 

+ = extended profile available **REQUEST TRANSCRIPTS** REMOVE

Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
University	RD Regular Decision 15	N/A	requested	Pending		Unknown  EDIT MORE
University	RD Regular Decision 15	N/A	requested	Pending		Unknown  EDIT MORE
College e County	RD Regular Decision	N/A	requested	Initial materials submitted		Unknown  EDIT MORE

Option 2: The Request Transcripts option allows you to request a transcript for any of the colleges on your list.

[Video on Requesting Transcripts in Naviance](#)

Track Transcription Submission Process in Naviance

Tracking Transcript

1. Go to **Colleges I'm Applying To List**
2. Check the **Transcript** column to review when a counselor has submitted a transcript
 1. The transcript column will say 'sent' if the transcript has been sent
3. The Office Materials column will say 'submitted' if transcripts has been sent.

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> of Central Florida	RD	regular Decision	N/A	requested	Pending		Submitted EDIT MORE
<input type="checkbox"/> Docufide Demo College	RD	Regular April Decision 1	N/A	final sent	Final submitted		Accepted EDIT MORE

Tracking LOR Status

1. Go to **Colleges I'm Applying To List**
2. Select **Letters of Recommendation** at the bottom of the list
3. Check the Status column to review when a teacher has submitted a LOR

The screenshot shows a table with columns: Deadline, Recommender(s), Status, and Cancel Request. A modal window titled "Recommendation Statuses:" is open, displaying the following information:

- Requested:** Student has requested a letter of recommendation
- In Progress:** Teacher has written the letter of recommendation
- Submitted:** High school faculty member has sent the letter of recommendation to designated college(s)
- Cancelled:** Either the student, teacher, or counselor has cancelled the request

Buttons for "Add Request" and "Cancel Request" are visible in the background.