

College Application Process in Naviance

Logging in

<https://student.naviance.com/bishopchs>

Adding your Colleges/Universities in Naviance

If you are not using the Common App to apply to a specific college(s), you must manually add the college(s) using the steps below

1. From the Naviance homepage, under the “My Favorites” section, click on “Colleges I’m applying to”
2. Click the large pink colored plus (+) button next to “Manage Transcripts” on the far right side of the page.
3. Enter the name of the school you are applying to.
4. Select the decision under “App Type” (ex. Early Action, Regular Decision, etc.)
5. Indicate either “I’ll submit my application” if you are still working on the application or “I’ve submitted my application” if you have already done so.
6. Select “Add Application”
7. In addition to this process, you must also provide a paper **Transcript Request Form** to your school counselor.

Matching your Common App Account to your Naviance Account

If you are using the Common App to apply to a college(s), you must match your Common App account to your Naviance Account. (Coalition Apps and PASSHE.edu Apps do not link to Naviance).

1. The following three sections of your Common App must be complete in order to match the Common App account with your Naviance account:
 - a. The current or most recent high school information in the “Education” tab
 - b. Add at least one (1) college or university that you plan to apply to in your Common App account
 - c. Read and Sign the FERPA Waiver by clicking on the “Recommenders & FERPA” in the “My Colleges” tab
2. Once all of those sections are complete, you may now match your Common App to your Naviance account
 - a. Log into Naviance
 - b. Click on “Colleges I’m applying to”
 - c. Click “Match Accounts” button
 - d. You will be redirected to log into your Common App account – log in to your Common App account to complete the “match”

If your Common Application account and Naviance account do not “match”

1. An explanation for the unsuccessful match should be given in the “Common App Account Matching” box

TURN OVER FOR ADDITIONAL INSTRUCTIONS

2. If it says you need to complete the “FERPA”
 1. Login to your Common Application account
 2. Click on “My Colleges”
 3. Choose one of the colleges you plan to apply to
 4. Click on “Recommenders & FERPA”
 5. You must complete all of the questions in the “education” section
 6. Click on the link to complete the FERPA waiver
 7. Agree to the terms to waive your right to view letters of recommendation
 8. Return to your Naviance account and repeat the steps listed above

Requesting Letters of Recommendation

1. From the Naviance homepage, click on the “Colleges I’m applying to” link under the “My Favorites” section
2. Scroll to the bottom of the page and click on “Letters of Recommendation Section” link.
3. Click on “Add Request”. You can only request a recommendation from one teacher at a time. Therefore, you will need to complete separate requests for each teacher from whom you are seeking a recommendation.
4. Next, click the drop-down box to find the teacher who will be writing your letter of recommendation.
5. Next, you should always choose “*Select all.*” However, there are two important reasons that you may not chose this option. The first is if a school to which you are applying limits the number of letters of recommendations that it will accept. In that circumstance, you need to choose specific schools to which your recommendation(s) will be sent. The second reason is that you may decide to ask a specific teacher to write a letter addressed to a specific school (ex. Maybe the teacher is an alum of the specific school). In this circumstance, select the specific school in the individual recommendation request. You can always double-check with your counselor if you are unsure.
6. In the “Personal Note to Teacher” box you should thank your teacher for taking the time to write a letter for you. You can also suggest any specifics that you would like to be mentioned in your letter.
7. Click “Submit Request.” You should also speak with your recommender before and after sending your Naviance request; and provide them with a copy of your resume.