Unit 5

College Application Documents
Naviance Application Process Quick Reference Guide

Naviance Application Timeline
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

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.
Request Transcripts

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

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
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 have been sent.

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