Unit 6

FOR UAIS STUDENTS ONLY
Student College Application Flow

1. Match Common App account to Naviance Student
2. Add non-Common App colleges to the Colleges I'm Applying To list
3. Request application and transcripts for Common App and non-Common App colleges via Naviance Student
4. Request teacher recommendation letters via Naviance Student
5. Track status of requested transcripts and recommendations

Match Common App account to Naviance Student
Add non-Common App colleges to the Colleges I'm Applying To list
Request application and transcripts for Common App and non-Common App colleges via Naviance Student
Request teacher recommendation letters via Naviance Student
Track status of requested transcripts and recommendations
Students should follow the steps in Video on Account Matching to learn how to match their Common App Account in Naviance.

1. Go to Colleges I’im Applying To List
2. Select the hot pink bar to Match Accounts
3. Enter the email address used for the Common App account
4. Confirm that the birthdate is correct
5. Select Match Accounts
6. Once a student has matched their account, schools from their application list in Common App will feed into their Colleges I’im Applying To list in Naviance
1. Select Match Accounts

2. Enter the original email address that you used when creating your Common App account.

3. Enter or confirm your Date of Birth

4. Select Match Accounts

Now, all your Common Applications will automatically feed into your Colleges I’m Applying to list in Naviance. Now, you should request transcripts & Letters of Recommendation in Naviance!
Students should follow the steps in Video on signing FERPA waiver to learn how to setup their Common App account & how to sign the FERPA Release Waiver.
Track Submission Process in Naviance (UAIS ONLY)

Tracking Transcript & App Materials Status
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. Check the Office Materials column to review when a staff member has indicated that all materials have been sent for that application
4. The Office Materials column will say ‘submitted’ if transcripts and any other required materials, like Common App forms or other school-specific forms, have been sent

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

<table>
<thead>
<tr>
<th>College</th>
<th>Type</th>
<th>Deadline</th>
<th>Expected Difficulty</th>
<th>Transcripts</th>
<th>Office materials</th>
<th>Submission Type</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCF</td>
<td>RD</td>
<td>Nov 1</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Submitted</td>
<td>Accepted</td>
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<tr>
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<td>Mar 1</td>
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<td>N/A</td>
<td>N/A</td>
<td>Submitted</td>
<td>Accepted</td>
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<tr>
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<td>N/A</td>
<td>N/A</td>
<td>Submitted</td>
<td>Accepted</td>
</tr>
</tbody>
</table>
How do I know if my transcript has been sent?

Watch the Transcript Request column to determine when the transcript has been sent.

How do I request more transcripts? Select Request Transcripts.

How do I know if my counselor has submitted everything I need for an application? If the Office Materials column says “submitted”, this means all necessary materials from your school have been sent.

Track Submission Process in Naviance (UAIS ONLY)
eDocs Delivery Type Icons
(UAIS ONLY)

- **Mail Only:** documents can only be sent by mail
- **Electronic:** documents can be sent through eDocs
- **Common App:** Common App docs can be sent through eDocs
- **Unknown:** documents can be sent through eDocs. Student has not yet indicated how they are applying
- **Common App via Electronic:** documents can be accepted through eDocs
- **Common App Mail only:** documents prepared but not sent through eDocs