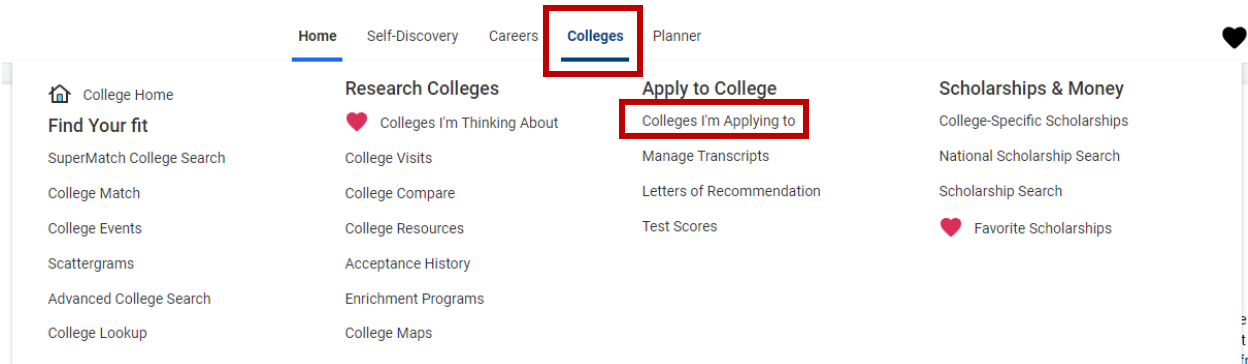
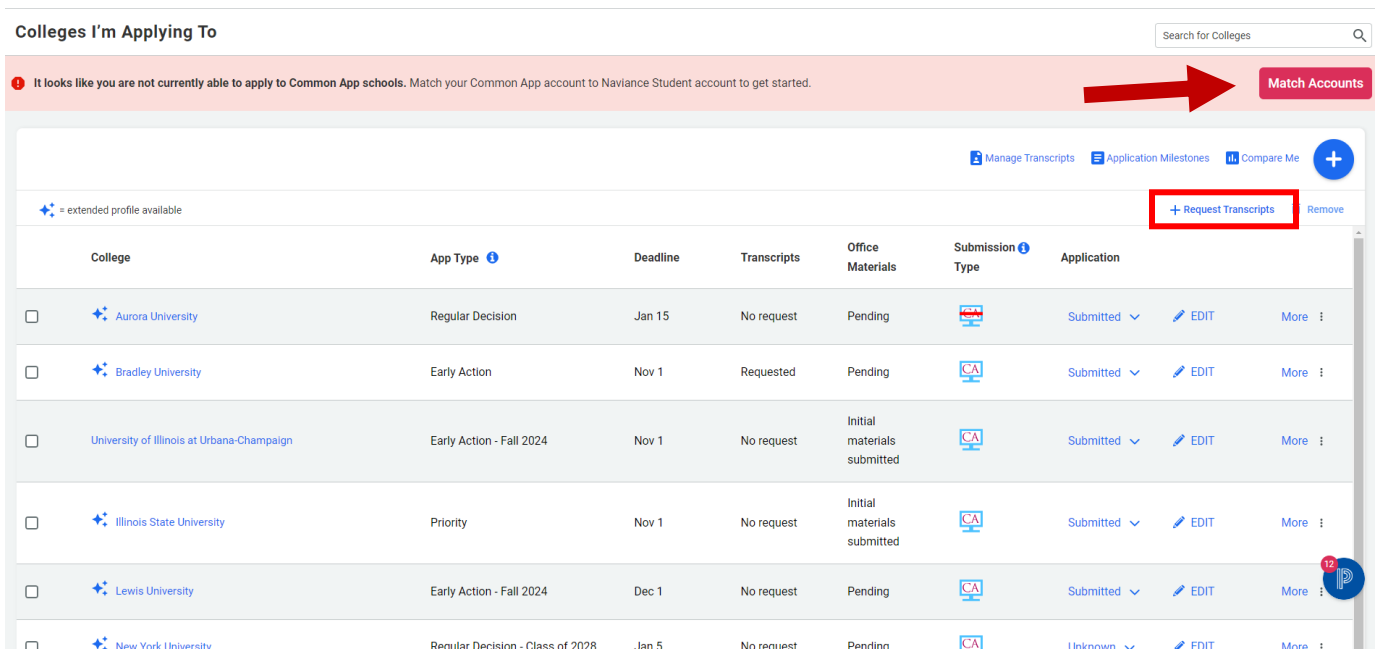


REQUESTING TRANSCRIPTS IN NAVIANCE

1. On the Naviance homepage, click the “Colleges” tab on the top of the screen, then click “Colleges I’m Applying to” under the Apply to College heading.




2. After “Matching” your Common Application to Naviance, you will request your initial transcript for the schools by clicking the “Request Transcripts.”




3. You will then select “Initial” Transcript and which schools you would like your transcripts sent to. Click “Request and Finish” once you have selected all the schools that require your transcripts.

What type of transcript are you requesting?

Initial 

Where are you sending the transcript/s?

No Preference 

Request and Finish

Close Reset

Start typing


<input checked="" type="checkbox"/> Aurora University	<input type="checkbox"/> Illinois State University	<input type="checkbox"/> Northwestern University
<input checked="" type="checkbox"/> Bradley University	<input checked="" type="checkbox"/> Lewis University	<input type="checkbox"/> University of Notre Dame
<input type="checkbox"/> University of Illinois at Urbana-Champaign	<input type="checkbox"/> New York University	<input type="checkbox"/> Purdue University-Main Campus


DONE

What type of transcript are you requesting?

Initial

Where are you sending the transcript/s?

Aurora University Bradley University Lewis University 

Request and Finish 

4. You will be brought to the following screen confirming your requests and they will show under the “transcripts” column on the “College I’m Applying to Page.”

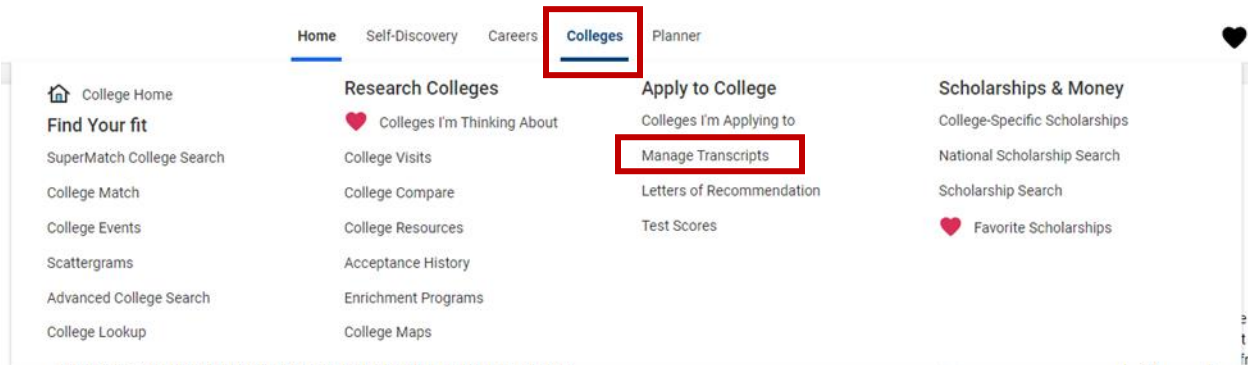
Confirmation Successfully added college application(s) and received transcript request. Close

College	App Type	Deadline	Transcripts	Office Materials	Submission Type	Application
<input type="checkbox"/> Aurora University	Regular Decision	Jan 15	Requested	Pending		Submitted EDIT More
<input type="checkbox"/> Bradley University	Early Action	Nov 1	Requested	Pending		Submitted EDIT More
<input type="checkbox"/> University of Illinois at Urbana-Champaign	Early Action - Fall 2024	Nov 1	No request	Initial materials submitted		Submitted EDIT More

SCHOLARSHIP TRANSCRIPT REQUEST

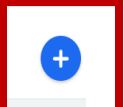
**** DO NOT USE THIS FOR REQUESTING TRANSCRIPTS FOR COLLEGES****

1. If you need a transcript for a scholarship, you will need to make the request in Naviance. The process is similar to requesting a transcript for a College or University.
2. On the Naviance homepage, you will go to the “Colleges” tab, under Apply to College Heading, and select “Manage Transcripts.”




3. Once in the “Manage Transcripts” section, you will see all the colleges that you have requested transcripts for. To request for a scholarship, you will click the Blue “+” sign. Select “Other Transcript”

Transcript Requests
Request a college application transcript or other here. When requesting transcripts for colleges, be sure to keep your [colleges applications](#) up to date so that you can request the right transcript at the right time.



Confirmation Number	Recipient	Type	Requested	Due	Mailed	Midyear	Final	Confirm receipt
38288085	Aurora University	College App	09/11/23	01/15/24	Pending	-	-	
38259767	Bradley University	College App	09/11/23	11/01/23	Pending	-	-	
38288086	Lewis University	College App	09/11/23	12/01/23	Pending	-	-	



College Application Transcript

Other Transcript

4. Select the transcript type, what the transcript is for, and when it is due. If you would like the school to send the transcript to the scholarship committee, please complete the “Where are you sending the transcript section.” If the transcript is for Personal use, enter in the student’s information and ask to pick up the transcript.

******PLEASE ALLOW 2-3 DAYS FOR TRANSCRIPT PROCESSING******

[Cancel](#)

What type of transcript are you requesting?

Initial

What is this transcript for?


Scholarship

Athletics

Other

When is this transcript due?

Where are you sending the transcript?

<p>Recipient Name:</p> <input type="text"/>	<p>Other Notes:</p> <div style="border: 1px solid #ccc; height: 100px;"></div>
Address Line 1:	
Address Line 2:	
City:	
Zip Code:	
State:	
Country:	
N/A 	

[Request and Finish](#)