Requesting Transcripts in Naviance

1. On the Naviance homepage, click the “Colleges” tab on the top of the screen, the 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.

![Request and Finish](image1)

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](image2)
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.”
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****