





## STEP 2- COMPLETE YOUR APPLICATIONS

one  
direct to the institution

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## STEP 3-REQUESTING TRANSCRIPTS IN NAVIANCE

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*Be sure to request Transcripts at least \_\_\_\_\_ before your application deadline!*

*COLLEGES*

Colleges I'm Applying To.

red "Add"

Which college are you applying to?

App Type

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## STEP 4- REQUESTING LETTERS OF RECOMMENDATION

To Request a Letter of Recommendation from a Teacher:

Recommendation

Teacher Letter of

*\*You \_\_\_\_\_ have spoken with your teacher(s), and they should have already agreed to write your letter. \_\_\_\_\_ request letters through Naviance without first having spoken to your teacher(s) in person, they will not be completed \*\**

Naviance

Colleges

Apply to College tab, s  
ADD REQUEST

Letters of Recommendation

List." NOT

*"Choose specific colleges from your Colleges I'm Applying to*

SUBMIT REQUEST  

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To Request a Letter of Recommendation from your Counselor:



