

Requesting Transcripts for Dual Enrollment

Accessing the List

1. From Naviance Student, **Colleges > Colleges I'm Applying To**.

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> The University of Akron	RD	Regular Decision May 1	N/A		Pending		Unknown
<input type="checkbox"/> American University	RD	Regular Decision January 15	N/A	requested	Pending		Accepted
<input type="checkbox"/> Northern Kentucky University	ED	Early Decision	N/A	requested	Pending		Unknown
<input type="checkbox"/> Pennsylvania State							

Adding a College(s) to the List & Requesting Transcripts

Colleges can be added to the Colleges I'm Applying To list in two different ways:

- From the *Colleges I'm Applying To* list
- From the *Colleges I'm Thinking About* list

From Colleges I'm Applying To

1. Click the **Add** button (+ sign).
The Add New College Application, Step 1 Add Application displays.
2. From **Which college are you applying to?** use the drop-down or type the name of the desired college and select from the matches.
3. From **App Type** click the drop-down to identify your answer.
4. From **I'll submit my application?** click the drop-down to identify your answer.
5. If you have already sent in your application, select the checkbox labeled **I've submitted my application**. If not, leave it unchecked.

*If you currently do not need to request transcripts, select **Add Application**.*

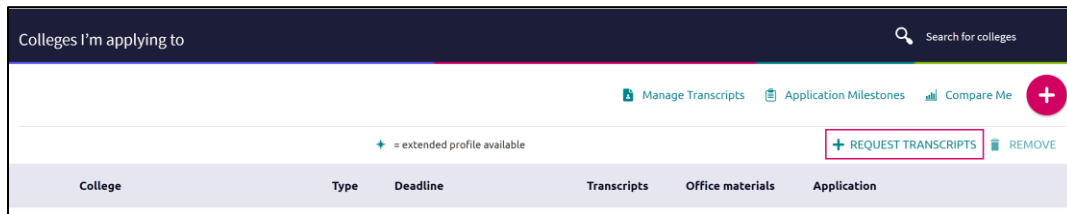
6. Click **Add and Request Transcript**.
The Add New College Application – Step 2 Request Transcript displays.

7. From **What type of transcript/s are you requesting?** select the checkbox(es) that identify your answer.
8. From **What additional materials, if any, do you want included?** select the checkbox(es) that identify your answer.
9. Review **Where are you sending this transcript?** to ensure the proper college name is displaying.
10. Click **Request and Finish**.

Request Transcript

A transcript can be requested for schools that were previously saved to your **Colleges I'm Applying To** list.

1. From Colleges I'm Applying To, click **Request Transcripts**.



The Request College Application Transcript displays.

2. Use the checkboxes and drop-downs to answer the transcript-related questions.
3. Click **Request and Finish**.