REQUESTING TRANSCRIPTS

Once students had favorited a college by clicking the heart icon, they are eligible to request transcripts to be sent. Transcripts can be sent to all noncommon app schools including UW and other Coalition app schools.

TO REQUEST TRANSCRIPTS:

1) From the Naviance home screen, click on Colleges and click on “College I’m Thinking About”

2) Check the box next to each school where transcripts should be sent.

3) Click Request Transcripts. Make sure the deadline is correct and You have set application to Direct to institution

4) Review the request and select the correct type of transcript, additional materials, and location transcript should be sent.

5) Click Request and Finish.