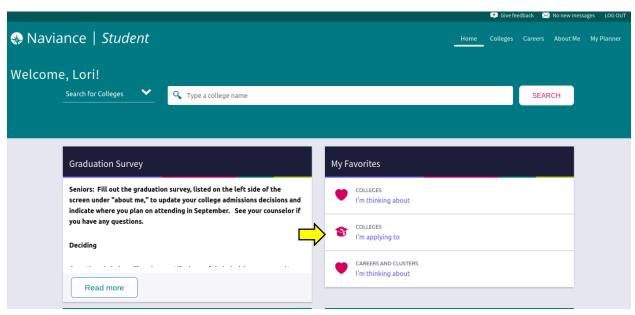
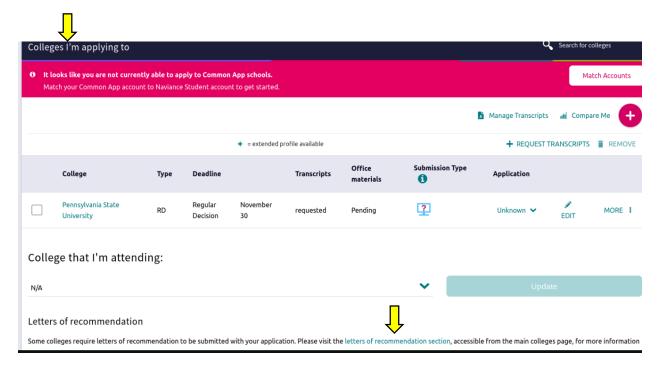
How To Request a Letter of Recommendation on Naviance

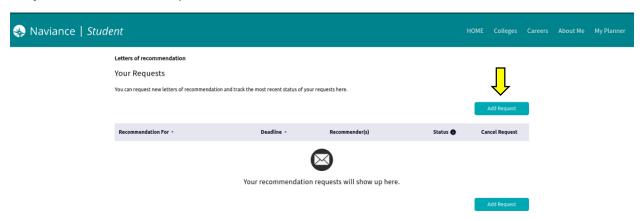
Step 1: Log on to you Naviance Account and then click "Colleges I'm Applying to"



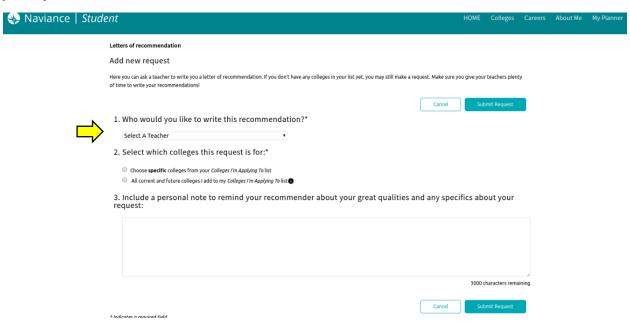
Step 2: At the bottom of the page "Colleges I'm Applying to," you will see in blue "Letters of recommendation section:" Click on this section.



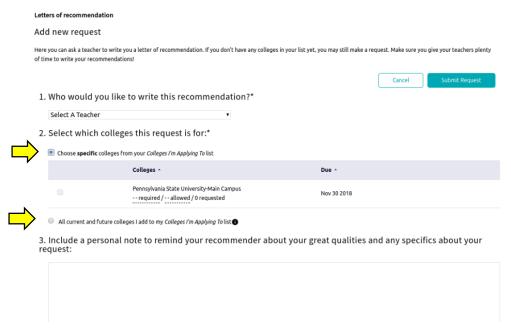
Step 3: Click on "Add Request"



Step 4: Select the teacher that you would like to write on your behalf. Preferably a teacher from junior year.



You can choose a specific school that you would like a teacher to write on your behalf to. For example, SUNY Binghamton will only allow one teacher letter of recommendation. If you do not check off "Choose specific colleges," letters of recommendation will be sent on a first hand basis, whichever teacher uploads first.



If you are alright with both of your teachers writing on your behalf or all of your schools require or allow two teacher letter of recommendations, please check off "All current or future schools." Next click "Submit Request."

