

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”

Naviance | Student

Welcome, Lori!

Search for Colleges

Type a college name

SEARCH

Graduation Survey

Seniors: Fill out the graduation survey, listed on the left side of the screen under "about me," to update your college admissions decisions and indicate where you plan on attending in September. See your counselor if you have any questions.

Deciding

Read more

My Favorites

- COLLEGES I'm thinking about
- COLLEGES I'm applying to
- CAREERS AND CLUSTERS I'm thinking about

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.

Colleges I'm applying to

It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started.

Match Accounts

Manage Transcripts Compare Me

+ = extended profile available

+ REQUEST TRANSCRIPTS REMOVE

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> Pennsylvania State University	RD	Regular Decision	November 30	requested	Pending	Unknown EDIT MORE

College that I'm attending:

N/A Update

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the [letters of recommendation section](#), accessible from the main colleges page, for more information


Step 3: Click on "Add Request"


Naviance | Student HOME Colleges Careers About Me My Planner

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.


[Add Request](#)

Recommendation For -	Deadline -	Recommender(s)	Status ⓘ	Cancel Request
 Your recommendation requests will show up here.				

[Add Request](#)

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

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Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

[Cancel](#) [Submit Request](#)

1. Who would you like to write this recommendation?*



2. Select which colleges this request is for:*

Choose **specific** colleges from your *Colleges I'm Applying To* list

All current and future colleges I add to my *Colleges I'm Applying To* list

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

3000 characters remaining

[Cancel](#) [Submit Request](#)

* Indicates a required field

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.

Letters of recommendation

Add new request

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Cancel Submit Request

1. Who would you like to write this recommendation?*

Select A Teacher

2. Select which colleges this request is for:*

Choose **specific** colleges from your *Colleges I'm Applying To* list

Colleges -	Due -
<input type="checkbox"/> Pennsylvania State University-Main Campus -- required / -- allowed / 0 requested	Nov 30 2018

All current and future colleges I add to my *Colleges I'm Applying To* list

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

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.”

Letters of recommendation

Add new request

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Cancel Submit Request

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Select A Teacher

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Cancel Submit Request

* Indicates a required field