

How to Request a Letter of Recommendation on Naviance

****BEFORE ASKING A TEACHER ON NAVIANCE TO WRITE A LETTER OF RECOMMENDATION ON YOUR BEHALF, YOU MUST ASK THEM FIRST IN PERSON! ****

****YOU ONLY REQUEST LETTERS OF RECOMMENDATIONS FROM TEACHERS. COUNSELORS WILL AUTOMATICALLY WRITE A LETTER ON YOUR BEHALF****

Step 1: Log on to your 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

Search for colleges

✓ Your Common App account has been matched. Your FERPA status is waived. You're ready to apply to colleges using Common App.

Manage Transcripts Compare Me

+ extended profile available

REQUEST TRANSCRIPTS REMOVE

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: Select "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 a teacher, preferably a core academic 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

Step 5: Selecting a specific teacher for a specific school. 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

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!

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

2. Select which colleges this request is for:*

- All current and future colleges I add to my *Colleges I'm Applying To* list ⓘ
*Select only if you have no preference for which teachers will meet the recommendation requirements for each college

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

<input type="checkbox"/> Select All	Colleges -	Due -
<input type="checkbox"/>	Binghamton University - SUNY -- required / 1 allowed / 0 requested	Nov 01 2019
<input type="checkbox"/>	Syracuse University 2 required / 2 allowed / 0 requested	Jan 01 2020
<input type="checkbox"/>	University of South Carolina-Columbia -- required / 2 allowed / 0 requested	Oct 15 2019

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

3000 characters remaining

If you are alright with both of your teachers writing on your behalf or all of your schools require or allow multiple letters of recommendation, please check off “All current or future schools.” Next click “Submit Request.”

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!

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

Select A Teacher

2. Select which colleges this request is for:*



- All current and future colleges I add to my *Colleges I'm Applying To* list ⓘ
*Select only if you have no preference for which teachers will meet the recommendation requirements for each college
- Choose **specific** colleges from your *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

* Indicates a required field