

# HOW TO REQUEST A TRANSCRIPT

1. Log into Naviance (via the Cherokee website).



2. Click "COLLEGES I'm applying to".



COLLEGES

I'm applying to

3. If you have started the Common App and have an account, link your Common App and Naviance account by clicking the "Match Accounts" button.



*(Note: If you are adding a college to Naviance directly (not via the Common App match), you can request that a transcript be sent when you add the college to your "COLLEGES I'm applying to" page. The directions for this step are below\*).*

4. Once your accounts have been matched, you can request a transcript for each college by clicking + REQUEST TRANSCRIPTS.

+ REQUEST TRANSCRIPTS

5. Select "Initial" on the next screen and answer "Where are you sending the transcript/s?" by clicking the drop down box.

**What type of transcript are you requesting?**

Initial

**Where are you sending the transcript/s?**

No Preference



6. Select the college or colleges you would like to request a transcript for at that time. Then select "DONE".

Drexel University

The College of New Jersey

Rowan College at Burlington County

Temple University

West Chester University of Pennsylvania

DONE

7. Select "Request and Finish".

**What type of transcript are you requesting?**

Initial

**Where are you sending the transcript/s?**

- Drexel University
- The College of New Jersey
- Rowan College at Burlington County
- Temple University
- West Chester University of Pennsylvania

**Request and Finish**


8. The green banner at the top of your Naviance page will confirm your successful submission.

**✓ Confirmation**  
Successfully added college application(s) and received transcript request.

**Your counselor will receive email notification from Naviance that you have requested a transcript for the schools that you indicated via this process.**

**Please allow for up to two weeks for processing.**

**\*ADDING A COLLEGE APPLICATION AND REQUESTING A TRANSCRIPT WHEN NOT USING THE COMMON APP**

1. Click the + sign in your "COLLEGES I'm applying to" page 
2. Type the name of college in the drop down box and select "Direct to institution". Then click "ADD AND REQUEST TRANSCRIPT".

STEP 1
—————
STEP 2

Add Application
Request Transcript

**Which college are you applying to?**

La Salle University, Philadelphia, PA
✕

Colleges already in your application list would be unavailable for selection.

**App Type**

Early Action - Fall 2023 term - **Deadline Nov 1**
▾

**I'll submit my application**

Direct to the institution
▾

Add Application

ADD AND REQUEST TRANSCRIPT

3. Proceed with Step 7 above.