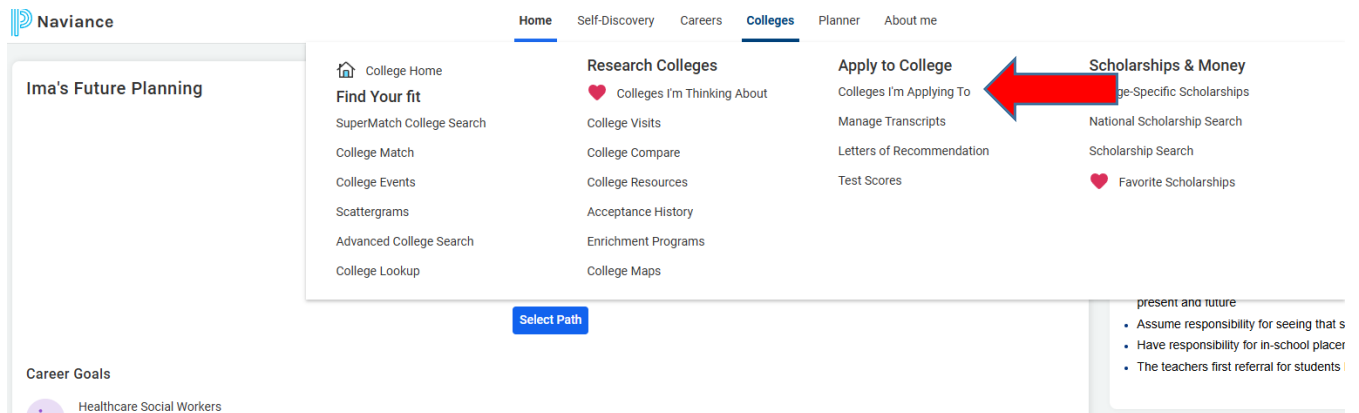
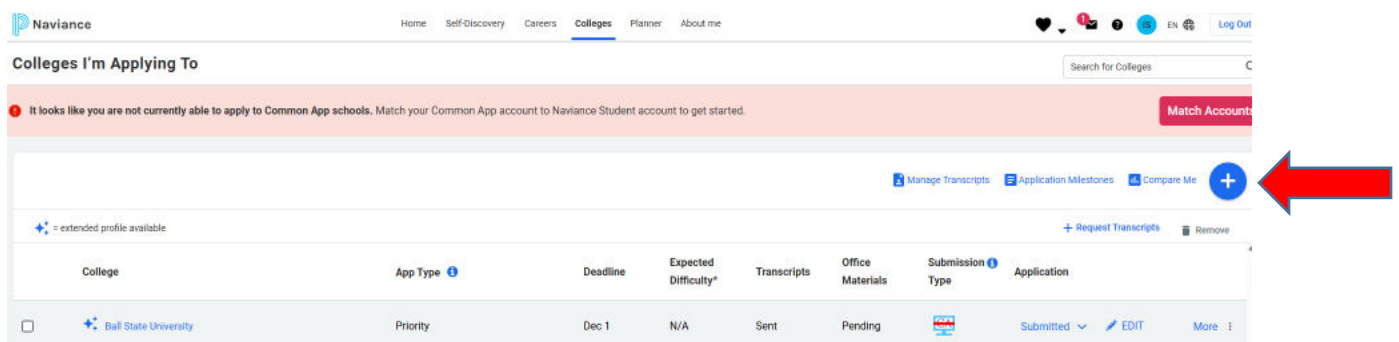


# Naviance Directions to Request Transcripts




Log into Naviance through Clever

Click on “Colleges” and then Click “Colleges I’m Applying To”



To add a college, Click on Blue Plus Button

# Naviance Directions to Request Transcripts

 Cancel

---


STEP 1

STEP 2

Add Application



Request Transcript

Which college are you applying to?


Ball State University, Muncie, IN 


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


App Type

Priority - Deadline Dec 1  


I'll submit my application


Via Common App 

Are you planning to submit your SAT or ACT scores to be considered during the admission review process? 


Yes 


☐ I've submitted my application

 Add Application


ADD AND REQUEST TRANSCRIPT 

Fill out all information and click on “Add and Request Transcript”

 Cancel

 Use this form to request transcripts for your college application. Once you request transcripts, your application/s will not be undone. You can check the status of your application/s in the Naviance portal.

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STEP 2

Add Application


Request Transcript


What type of transcript are you requesting?


☒ Initial

☐ Final

Where are you sending the transcript/s?

 Ball State University



Request and Finish 

Click “Initial” and “Request and Finish”