CHANGING APPLICATION STATUS IN NAVIANCE

Once you have applied to each university, you must change this in Naviance before we can send your transcripts and other documents.

**Remember that you must request transcripts in the Registrar's Office with this [form](#) in addition to requesting transcripts in Naviance.

Follow these steps to complete this process!

1. Once you have logged onto Naviance, click on the Colleges tab.
2. Then, click on Colleges I'm Applying To.
3. First make sure you have requested transcripts in Naviance.

4. If you have not requested transcripts through Naviance, click on "request transcripts" above your list of colleges.

5. Once you have completed the application for each school, you need to change your application status, so we can send your transcripts.

6. For each school, click on "have you applied?"

7. Then click the box for "I have submitted my application."

search for colleges:

[   ] Go

MORE SEARCH OPTIONS >>

my colleges

> colleges I'm thinking about
> colleges I'm applying to
> college visits

college research

> SuperMatch™ college search
> college match
> college compare

edit applications

< back to my college list

The University of Alabama

Application submitted	☐ I have submitted my application
Division	[N/A ▼]
App Type	[Regular Decision ▼]
College Deadline	[ ]
Counselor Override	[ ]
Result	[Unknown ▼] ☐ waitlisted ☐ deferred
Interest	[N/A ▼]
Format	[N/A ▼]

8. Go to the bottom of the page and click on the Update Applications button.