

Before requesting transcripts or letters of recommendation, you should complete your college applications through one of these methods:

- [Common Application](#). Be sure to enter our high school CEEB code (391133) when selecting Notre Dame as your high school.
- **College Specific Electronic Application:** Go to the college’s website and complete their application online. Applications can usually be found on the Admissions page.
- [Coalition for Access, Affordability, and Success](#)

**To request transcripts:**

1. [Login to your Naviance account](#).
2. Click on the “colleges I’m applying to” link under the “Favorites” section on your homescreen

<i>For colleges that you’re applying to using the <b>Common Application:</b></i>	<i>For colleges that you’re applying to using an application <b>other than the Common App:</b></i>
<ol style="list-style-type: none"> <li>3. Click the “Match Accounts” button in the red bar at the top of the page;</li> <li>4. Follow the steps to match your Common App account to your Naviance account.</li> <li>5. Once your accounts are matched, the colleges listed in your Common App account will appear in your Naviance account.</li> <li>6. Click the “Request transcripts” link at the top of your colleges list.</li> <li>7. Select “Initial transcript,”</li> <li>8. Check off the colleges that you wish to have your transcript sent to;</li> <li>9. Click “Done.”</li> </ol>	<ol style="list-style-type: none"> <li>3. Click on pink plus sign in the upper right hand part of your screen to add a school and request transcript.</li> <li>4. Type in the name of the college or university you would like to add and click on it to select it.</li> <li>5. Select the application deadline that you are applying for from the “App Type” drop down</li> <li>6. Select how you will submit your application using the dropdown menu.</li> <li>7. Check the “I’ve submitted my application” box.</li> <li>8. Click “add and request transcript” in the teal box.</li> <li>9. Choose the type of transcript you are requesting: <ul style="list-style-type: none"> <li>• Initial - The first transcript sent to a college/university. This is the most common option.</li> <li>• Midyear - The transcript with quarter 1 and quarter 2 grades, usually sent as a requirement of the application process outlined by that specific school. This transcript is not sent until after Q2 grades are final in January.</li> <li>• Final - The transcript that is sent after graduation, and only to the school you will be attending.</li> </ul> </li> <li>10. Click “Done.”</li> </ol>

Your request will be received by the counseling department, who will electronically send your transcript to the desired school. Keep in mind: it could take additional time for the college/university to upload your transcript once it is sent. **Transcript requests should be made at least two weeks prior to the application deadline.**