

# NAVIANCE eDOCS & THE COMMON APP

This guide provides an overview of the two systems used to complete recommendations. It will also review some commonly asked questions to help both you and your students.

## THE RECOMMENDATION PROCESS

There are two commonly used systems to submit recommendations and school forms: The Common App Recommender System and Naviance.


If your school uses the Common App to complete and submit recommendation forms, recommenders will receive an invitation email (after being assigned by a student) to create a Common App recommender account.

If your school uses Naviance eDocs to submit recommendation forms, counselors and teachers will complete the recommendation process in Naviance. ("Other Recommenders" will always have the ability to complete recommendations through the Common App.)

## COMMON APP & NAVIANCE

When an applicant enters their high school information in the Education section on the Common App tab, it will recognize which system your school uses to complete recommendations based on your school's CEEB code. For this reason it is important to ensure that students enter their high school information correctly.

After entering their school, an applicant navigating to the Recommenders and FERPA screen for any school on their My Colleges list will see information on how to proceed with the recommendation process. If your school uses the Common App, students will be prompted to invite their recommenders. If your school uses Naviance, informational text will be displayed providing information on how to proceed.

A red circular callout box containing a pro tip.

**PRO TIP: Provide your students with your school's CEEB code to make the high school search easier.**

## COMMON APP

### Recommenders for George Mason University

*Note: All dates are Eastern Time*

#### ● Counselor

You must invite a school Counselor who will complete the School Report and other forms for you.

[Invite Counselor](#)

#### ✓ Teacher

Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must first invite a Teacher using the 'Invite Teacher' link before you can assign them for this college.

**Required:** 0

**Allowed:** 2

[Add Another](#)

## NAVIANCE eDOCS

### Recommenders for George Mason University

*Note: All dates are Eastern Time*

#### ● Counselor

Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. If your counselor wishes to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply.

#### PDF Forms

- [Fee Waiver](#)
- [School Report](#)
- [Counselor Recommendation](#)
- [Optional Report](#)
- [Mid Year Report](#)
- [Final Report](#)

#### ✓ Teacher

Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. Once your teachers submit their recommendations online you will see the status below. If your teacher(s) wish to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply. [PDF Form](#)

**Required:** 0

**Allowed:** 2

## NAVIANCE TIPS & BEST PRACTICES

### Matching Student Accounts

Students need to add at least one school to their My Colleges list and complete the FERPA release authorization in the Common App before matching can be completed. Within Naviance, students must use the same email address and date of birth that they used to create their Common App account in order to match their Common App and Naviance accounts.

### Recommendation Invitations

If a student was able to invite you to complete a form in the Common App, most likely they entered their high school information incorrectly, and the system wasn't able to identify that your high school uses Naviance. If you receive this type of invitation, please follow up with your student, as they should go back into the Common App and correct their high school information in the Education section.

If a former student attending a different high school wishes to invite you as a Teacher they can send you paper forms to complete offline (they'll find them in the Recommenders and FERPA area of the Common App). Alternatively, the student can add you in the Common App with an email address that is **different** from the one linked to your Naviance account.

**If you have any questions, please visit our Solutions Center at [recsupport.commonapp.org](http://recsupport.commonapp.org) or email us at [sfsupport@commonapp.net](mailto:sfsupport@commonapp.net).**