

Look under the *Supplemental Applications* link in the “Apply” section on the website to check which of your colleges require a Part 2 and download the forms. They typically want this within 2 weeks of when your Part 1 application was submitted.

There is also a paper version of the SUNY application, which requires that the student bring the application to their counselor to complete the “School Counselors/College Advisors” section of the application.

For the SUNY Online Application you will print the “Online Application School Counselor Form” (\*) and give it to your counselor to complete. This form should have your personal information as well as the schools you are applying to and the program you are majoring in automatically completed. You just need to sign it. A parent signature is also required if you are applying to a school Early Decision.

For both paper and online SUNY Applications, do not forget that you must also submit a Mohonasen Transcript Request Form (\*) to your counselor.

**The Common Application:** [www.commonapp.org](http://www.commonapp.org)

This is an application that over 300 schools in the United States use as their application for admission. This is not to be confused with the SUNY Application. An overwhelming number of the schools that use the Common Application are private schools. Colleges cannot be a member of the Common Application Consortium unless they use a “holistic” approach to the application process. This assures the applicant that the school not only looks at GPA and college entrance exams, but also is required to consider at least one untimed essay and at least one letter of recommendation in their admissions decision.

The advantage of completing this extensive application is that once you complete it, you can use the same application for several different colleges! You can copy the paper version or submit the online form to several different schools. Many of the colleges have a *Supplemental Application* that must be completed in addition to the Common Application. At the website there is a Requirements Grid (under the *Download Forms* link) listing every college that accepts it and other things that each school requires (i.e. a Supplemental Application, standardized tests, and other institutional forms).

The Common Application has five essential forms and a few forms required under special circumstances. They are:

- **First-Year Application**
- **Teacher Evaluation (\*)**: see pages 20 and 24
- **Secondary School Report (\*)**: see pages 21 and 24

- **Midyear Report:** Give this section to your counselor to file until semester 1 grades are available. The midyear report is sent, with first semester grades, to each school you have applied to using the Common Application. See – they keep checking on your courses and grades!
- **Final Report:** Give this section to your counselor to file until the end of the year. The Final Report is only sent to a school if you are planning on attending that school.
- **Early Decision Agreement (If applicable):** This can only be used for one school and must be completed if you are applying Early Decision to a school for which you used the Common Application. You, your parents, and your counselor must sign this form before you mail it.
- **Arts Supplement or Athletic Supplement (If applicable):** These forms are only necessary if you are planning on majoring in Visual or Performing Arts or if you are planning on participating in an intercollegiate sport or on a “club” team at the college(s) you are applying to using the Common Application.
- **A Supplemental Application (If required):** Check the Requirements List under the *Download Forms* link to see if your college requires one. Most colleges will require a Supplemental Application.

You can use the Common Application in paper form or online. There are two ways to use the paper format. You can download, print and complete the application or you can type in all of your information onto the form online and then print it all out. If completing the Common Application online, the process doesn't change from the paper application, and is actually a bit easier. Each of the forms mentioned earlier is automatically generated with your information and lists the courses you are taking your senior year once you do the online version of the application. Just print them out and give each to the appropriate person in a timely fashion.

**ALWAYS keep in mind the deadlines** for applying to your colleges – for yourself, your recommenders and your counselor! You do not want to get into a situation where you do not give the people who need to submit supporting information on your behalf enough time to properly do so. Always give them at least three weeks notice in writing, after speaking with them personally. You want them to have enough time to write the best recommendation possible. Lack of planning on your part will not necessitate an emergency on their part. Plan ahead and do not ask them at the last minute – you never know what they may have going on at that time – they may be out sick or be grading regents exams and be unavailable. Don't get yourself into that sticky situation.