

commitment to attend the school if you get accepted. One advantage is knowing early in your senior year whether or not you have been accepted to the school.

**Regular Decision:** A majority of our students will apply under this heading. This is the deadline you must meet for your application to that school. This could be as early as November 15<sup>th</sup> or as late as February 15<sup>th</sup>, each college having their own deadline. Generally, schools will wait until after their regular decision deadline to send out admissions decisions.

**Rolling Admission:** This is a type of admission where the school has no specific deadline, but simply continues to take applications until they have filled their incoming freshman class. In this situation, the earlier you apply, the earlier you find out and often have a better chance of being accepted.

**Special Circumstances:** Each major may have a different deadline. For example, Springfield College in Massachusetts has a December deadline for Athletic Training and Physical Therapy and a January deadline for Physician Assistant and Occupational Therapy. Their deadline for all other programs is in April.

Bottom Line: It is your responsibility to know when deadlines are and to complete your applications in a timely manner to assure you meet those deadlines!! Use the College Preparation Checklist (\*) to stay organized.

## **Completing Your College Applications**

Now that you have identified the application types and deadlines for the schools you are applying to, it is time to get started on the real deal: The application itself. There are a few different ways to apply to colleges and universities. First, we will discuss online vs. paper applications and the general parts included in most applications. Then we discuss three specific types of applications you may use to apply: School specific applications, the SUNY Application, and the Common Application.

### **Online Applications vs. Paper Applications**

In recent years the popularity of students applying to colleges online has increased tremendously. This is a great way to apply as it can occasionally cut down on application costs and gets the information out to colleges in a timely manner. However, the downside of applying online is that students will often forget to follow up with their counselor and teachers to make sure that all pieces of the application (i.e.

recommendations and transcripts) are submitted in a timely fashion as well. So please pay special attention to the distinctions made in the following sections and remember to always read all directions and follow through on all parts of both your online and paper applications!

### **Parts of the Application:**

1. **Application for Admission**
  - **Part 1 or Initial Application** – Includes personal and educational information that the student must complete.
  - **Part 2 or Supplemental Application** – Required for some schools requiring more information from the student.
2. **Activity Sheet (\*)** – A typewritten copy of your activities must be handed in to your counselor and can be attached to your application unless otherwise specified. Just write “Please see attached Activity Sheet” in the appropriate place(s) on the application to point them in the right direction.
3. **Essay** (see page 20) – If optional, do it! Some colleges require this with Part 1, some with your supplemental application. Make sure you truly spell check!
4. **Teacher Evaluation/Recommendation (\*)** (page 20) – Recommendations need to be requested at least three weeks prior to your application due date. If the application provides a form that your teachers need to complete, give them the form after completing the top portion with your information. You **MUST** give every teacher a Mohonasen Recommendation Request Form (\*) whether or not the college provides a form. Give all the required forms to your teachers with a stamped envelope addressed to each school to which you would like them to send your recommendation.
5. **Secondary School Report/Counselor Recommendation (\*)** (page 21) – This form typically is sent with your counselor’s recommendation. We would like this form at least three weeks before your application is due so that we have plenty of time to write you the best recommendation possible. To do so, there are a few forms we would like to have from you before or with this request. They are: Your Activity Sheet (\*), your Brag Sheet (\*) and your Parent Brag Sheet (\*). A copy of any college essays is also appreciated as this lets us know what information you have already provided them.

Some colleges will have you check a box stating that you will either waive or not waive your right to have access to that recommendation. We recommend that you waive your right so that your colleges know that your recommender was free to write what they truly felt about you. We have heard from Admissions Counselors that they wonder why a student did not waive their