

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

right. This is required for all Common Application recommendations (more about the Common Application later).

6. **A Mohonasen Transcript Request Form (*)** – This is a separate form you must fill out for each college and return to your counselor to request your transcript and standardized test scores be sent to those colleges. This form is required regardless of whether you apply online or on paper. Here you can also request that first quarter or first semester grades or updated SAT/ACT scores be sent as well.
7. **Payment** – You must send a check, money order or include credit card information on your application(s) for the application fee.
8. **Other school specific forms** – If you are planning on participating in athletics, applying for a major in the fine or performing arts or architecture, the college may require additional forms, portfolios and/or auditions. Some schools may also require their own financial aid forms to be sent with the application (i.e. Hartwick College).

Types of Applications

School Specific Applications: Most schools have their own paper and/or online applications. Many times, if you have visited or interviewed with a college or university, they will give you an application during the visit. Some schools even give you an application with a fee waiver. Other schools, such as HVCC and SCCC, offer Instant Admit days, allowing the student to personally hand an Admissions Officer a completed application during the interview held here at Mohonasen, saving you the application fee. These two colleges, and some others, do not require an essay or recommendations and do not have a Part 2. If your school either does not participate in either of the next two categories or you would prefer to complete the college's individual application, feel free to do so.

SUNY (State University of New York) Applications: www.suny.edu/student

A large majority of our students apply to at least one school within the SUNY system. SUNY uses the "SUNY Application for Undergraduate Admission", which allows you to apply to up to seven schools with one application; though you will need to pay an application fee for each college. You must first identify which schools you are applying to, and what you plan to major in at those schools. The application is to be filled out by the student. Many of the 4-year schools will have a Supplemental Application or Part 2, which the student must complete in addition to the Part 1. This is typically where they ask for an essay, a list of activities (your Activity Sheet) and teacher recommendations.