

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](http://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.

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