

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 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 16 and 26  
If your teacher(s) are completing the recommendation **online** you **MUST** invite them to do so through the common app website. Once logged in, click the *School Forms* link and “Invite and Official”. This is where you enter their **CORRECT** email address so they get an email invitation to complete your recommendation online. If you do not do this, they will not be able to submit your recommendation online.
- **Secondary School Report (\*):** see pages 17 and 26

Your counselor will be completing your recommendation **online**. You **MUST** invite them to do so through the common app website. Once logged in, click the *School Forms* link and “Invite and Official”. This is where you enter their **CORRECT** email address so they get an email invitation to complete your recommendation online. If you do not do this, they will not be able to submit your recommendation online.

- **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 “Deadlines and Requirements Grid” under the *Download Forms* link to see if your college requires one. Most colleges will require a Supplemental Application.

**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.