

The **BIG** Idea

- What steps do I need to take to apply to college?

AGENDA

Approx. 45 minutes

- I. Warm Up (5 minutes)
- II. What Colleges Need to Know About You (10 minutes)
- III. Apply It! Quiz & Discussion (15 minutes)
- IV. Action Plan (10 minutes)
- V. Wrap Up (5 minutes)

MATERIALS

STUDENT HANDBOOK PAGES:

- Student Handbook pages 116-120, Common Application
- Student Handbook page 121, Action Plan
- Student Handbook page 122, Apply It! Question Prompts and College Steps

FACILITATOR PAGES:

- Facilitator Resource 1, DO NOW, Education After High School 2: The Road to College
- Highlighters
- Overhead projector

OBJECTIVES

During this lesson, the student(s) will:

- List a minimum of three steps they need to take so that they can apply to college.

OVERVIEW

The goal of this lesson is for students to recognize the steps they need to take—and when to take them—if they are considering 4-year college as a postsecondary option. By exploring a college application, students learn what colleges need to know about them, why they need this information, and what they need to do while still in high school to prepare. In an effort to help students not feel overwhelmed by the application process, the lesson strives to help them understand that an application is simply a way to share their “history” with a college. While the lesson does not go into great detail on specific parts of the application, students will learn the basic meanings of new terms, with a special emphasis on the role of the college essay. Finally, students will review a step-by-step action plan for sophomore through senior years of high school, identifying actions they need to take and when to take them. They are reminded that selecting a college is a 2-way process—they choose schools just as schools choose them. The lesson wraps up with students listing at least three steps they need to take to get ready to apply to a 4-year college.

PREPARATION

- List the day’s **BIG IDEA** and activities on the board.
- Write the day’s vocabulary words and definitions on the board.
- The following handouts need to be made into overhead transparencies or copied onto chart paper:
 - **Student Handbook pages 116-120, Common Application**
 - **Student Handbook page 121, Action Plan**
- If working in pairs or small groups for **Activity III: Apply It! Quiz & Discussion**, determine who will work together.
- You may wish to check the Common Application website (www.commonapp.org) for an updated version of the application provided on **Student Handbook pages 116-120**.

BACKGROUND INFORMATION

For many students, the most challenging part of the college application process is getting started. It can be overwhelming to discover all they need to do to apply to college – from taking required tests to filling out a college application. One strategy is for students to get familiar with the steps involved in the process, and to start organizing themselves by creating checklists and calendars. By keeping track of what to do and when to do it, they can relieve much of the anxiety connected to the college application process.

VOCABULARY

ACT/SAT: primarily multiple choice tests of mathematical and English abilities that are required by many colleges and universities for admission into an **undergraduate** program. (The SAT has recently added a writing section, which some colleges will also consider.)

Common Application: a standard application form that is accepted by almost three hundred private colleges. It is available at www.commonapp.org and in high school counselor offices. (NOTE: Many public colleges and universities require their own application instead.)

Financial Aid: scholarships, grants, loans, and work-study programs offered to a student to help pay tuition costs and living expenses.

Major: your field of specialization in college.

Undergraduate: a student enrolled in an associate's or bachelor's degree program (2- or 4-year degrees).

IMPLEMENTATION OPTIONS

DO NOW:

*(You may choose to present the Warm Up activity as a written Do Now. Present the questions on the board or overhead, and have students write only their answers on index cards. You could also choose to give the students a handout by copying **Facilitator Resource 1, DO NOW.**)*

Questions:

1. Besides doing well in school, what are some steps you need to take if you want to go to college?
2. How might you find out more about colleges so that you can find ones that are a good fit for you?
3. How do you share information about yourself with a college?

[Once the students have finished writing their answers, proceed with the Warm Up as written.]

In today's lesson, the students will be looking at the Common Application. Over 300 colleges accept this application, many of which are very exclusive schools (Harvard, Yale, etc.). If you think your students will be overwhelmed by this application, you can choose to use the common application for your state (example: SUNY for New York State). If your state does not have a common application, you may choose to use an application from a 4-year university in your state.

For **Activity III: Apply It! Quiz & Discussion**, if working in pairs or small groups is not manageable in your classroom, have students work individually. If you are running short on time, you can instruct half the class to complete prompts 1 and 2, while the second half completes prompts 3 and 4. Then review the answers as a class. You may also choose to skip this entire activity if you need time for other activities.

For the **Wrap Up**, students should be able to identify at least three steps. To add more of a challenge, encourage students to find more than three, and/or to identify what year and semester each step they've listed should happen.

ACTIVITY STEPS

I. Warm Up (5 minutes)

1. **SAY SOMETHING LIKE:** Imagine it is the beginning of your junior year of high school. Over the summer, you decided that you want to attend a four-year college after you graduate. Will it be too early to think about college? Too late?
2. [Have students brainstorm what they already know about the steps they need to take to apply to a 4-year college by asking the questions listed below. As students respond, jot their ideas on chart paper. If you'd like, list students' initials next to their responses.]

SAY SOMETHING LIKE:

- Besides doing well in school, what are some steps you need to take if you want to go to college?
 - How might you find out more about colleges so that you can find ones that are a good fit for you?
 - How do you share information about yourself with a college?
3. **SAY SOMETHING LIKE:** Great job! As you can see from your list, you already know quite a bit about what you need to do if you want to go to a 4-year college. It may seem overwhelming, but today you will learn about what you need to do now – while you're still in high school – and when you need to do it. Knowing this information will help make getting ready to apply to college a smooth and less stressful process. Keep in mind that today's lesson is specifically about preparing to go to a 4-year college. While the process for applying to a community college or technical school requires less preparation, you should still pay close attention. For example, if you begin your education at a community college, and then decide to continue at a 4-year college, you will need to know the process.

II. What Colleges Need to Know About You (10 minutes)

1. **SAY SOMETHING LIKE:** Whether you decide to pursue college or go straight to work after high school, you will need to share information about yourself, either with an employer or with a college admissions committee. To do this, you will be asked to fill out an application. If you've ever applied for a job before, there is a good chance that a college application will look familiar to you. If you're planning to go to a community college or career/tech school, the application process is simpler.
2. [Refer students to **Student Handbook pages 116-120, Common Application** as you display them on the overhead projector. Explain that while most 4-year colleges have their

own applications that ask for information such as grades and test scores, some colleges use what's known as the **Common Application**. The colleges that use this application have many students to choose from and want to know everything about you. Less competitive colleges require less information.

[Pass out a highlighter to each student. Then instruct students to skim through the Common Application and highlight any information that seems important or interesting. Give them a couple of minutes to look over the application.]

3. **SAY SOMETHING LIKE:** How do you feel when you look at this application? [Allow students to respond.] It looks like a lot of information, but by understanding now what colleges need to know about you, you will be better able to prepare over the next few years. The application is your way of telling colleges your “story” – who you are, your accomplishments, and more. Just as you will need to decide which colleges are right for you, the colleges need to know if you're right for them. One of their main ways of figuring this out is by reviewing your application. Think of the application as a road map that tells you all you need to do to get to your destination – college!
4. [Walk through each of the big sections of the application, using the talking points below. Let students know that you will be focusing on the information that is most crucial for them to know as 10th graders. As you refer to each section, point to it on the overhead transparency so that students can easily follow along on their handouts. Before you begin, explain to the class that today you will give them the “big picture” of what is on the application; they will get into more details of the application in their junior and senior years. The purpose of today's lesson is to become more familiar with the college application process.]

Talking Points:

[Focus on the talking points with an (*) beside them.]

APPLICANT:

- Asks for personal information: name, email address, birth date, etc.

FUTURE PLANS:

- This section asks when you plan to enroll and if you're planning on applying for financial aid. **Needs-based aid** means you get financial help for college because your family needs it. (College is expensive for many families, so you should apply for needs-based aid even if you're not sure you'll qualify.) **Merit-based aid** means

you get financial help for something you're good at - like sports, music, or academics.

- [If your students ask about the differences between early decision, early action, and restrictive early action, you can explain the differences using the definitions below. However, it is not essential that students master this concept at this time, so there is no need to spend a lot of time on this point.]

Early Decision: Students apply to a school and commit to go to this school if accepted.

Early Action: Students apply early and find out if they are accepted before the regular response date. Students are not obligated to go to this school.

Restrictive Early Action: Students apply to a school and receive a decision early, but may be prohibited from applying early decision or early action to other schools. Students are not obligated to go to this school if accepted.]

- Why might a college need to know when you'll be enrolling, or if you'll need financial aid?

DEMOGRAPHICS:

In this section, you describe whether or not you're a citizen, and tell how long you've lived in this country. There's also an optional section to describe your race. You don't have to complete this, but it helps schools keep track of the diversity of the student population.

FAMILY:

This asks for information about your parents, even if they're no longer living or don't live with you. There's a place to describe your legal guardian if it's someone different from your parents. "Siblings" refers to your brothers and sisters, and you're asked to include the colleges they attend or graduated from.

***ACADEMICS:**

- This section is where you share information about your education, including the name of your high school (secondary school), its address, any other schools you've attended (such as summer school), and the date you will graduate.
- CEEB/ACT is the school's code. Students should contact their school counselor for

this number.

- Remind students that colleges will want to see their high school transcripts. This section confirms what school you attend and provides contact information with the school counselor.
- A GED stands for General Education Development. It is a certificate for the completion of a series of five tests and is the equivalent of a high school diploma.
- What do you think colleges are looking for when they review your transcript?

***TESTS:**

- As the name suggests, this is where you list your test results of standardized tests required by some colleges. The **ACT** and **SAT** are the two common standardized tests accepted by most 4-year colleges.
- The Test of English as a Foreign Language™ (TOEFL) measures the ability of people whose main language is not English to use and understand it. If English is not your first language, they want to make sure you can handle college work in English.
- Where might you find out what tests a college requires and what scores you'll need to be accepted?
- **Academic honors** include honors for scholastic achievement. For example, National Merit is a scholarship and recognition program based on Preliminary SAT (PSAT) scores. The Cum Laude Society recognizes academic achievement in high school.
- Why might colleges want to know if you've earned academic honors?

***ACTIVITIES:**

- Here is where you list any activities you do outside of school, including when you did them, how often, and any honors earned.
- It is important to show colleges that you have been involved in extracurricular activities throughout high school. Now is the best time to get involved in sports, clubs, or organizations at your school.
- Why might a college want to know what you do outside of the classroom?
- **Work Experience** includes any jobs **paying** you've held, your employer, and when you worked.
- What might your work experience say about you?

WRITING:

Short Answer

- This section allows you to tell more about one of your activities or work experiences. You only have 150 words, so choose what you want to say carefully. This is a chance to shine, so make the most of it!

Personal Essay:

- Not all colleges require an essay. Some require essays only if you're applying to a special program. But many colleges, particularly the more selective ones, will ask you to write about one of several topics, like those listed here.
- The essay is an important and powerful part of the application because it's your chance to set yourself apart from other applicants and let colleges know what makes you unique. It's an opportunity to show a side of you that grades and test scores can't reveal.

Disciplinary History:

- This section asks questions about any trouble you may have been in during high school, both academic (school related) and crimes.

SIGNATURE:

- There is a fee for every application you send, which is a reason you may want to carefully consider how many and which schools you want to apply to. (Application fees may be waived for families with low incomes; check with your school counselor.)

III. Apply It! Quiz & Discussion (15 minutes)

1. **SAY SOMETHING LIKE:** In this activity, you will read about several different high school students who are applying to 4-year colleges. Each student has a different situation. Working with a partner, you will figure out and identify where on the application each student should share the information about their situation. Then, we will meet as a class again to share and discuss your decisions.
2. [Divide the class into pairs (or small groups). Refer students to **Student Handbook page 122, Apply It! Question Prompts**. They should also have **Student Handbook pages 116-120, Common Application** accessible. Tell them they have 10 minutes to respond. Instruct them to make notes directly on **Student Handbook pages 116-119, Common Application**.]
3. [After 10 minutes, have students come together for a whole-class discussion. Have volunteers read aloud each prompt. Then ask pairs to tell where on the application the student should share this information. Mark their response on the overhead transparency of the Common Application. If not all pairs have come up with the same answer, have those who made different choices explain their decision to the class.]

IV. Action Plan (10 minutes)

1. **SAY SOMETHING LIKE:** Many high school students wait until the last minute to decide what they want to do after they graduate. If they decide that they want to go to college, suddenly they are rushing to get everything accomplished in order to apply. And, sometimes they miss important deadlines. Looking back at our list from the beginning of today's lesson, you now know that there is quite a bit you need to do to prepare to apply to college. If you start the ball rolling now – even if you're not 100% sure you want to go to college – you will not be rushing to get everything done at the end of high school. To help you know what you need to do and when, experts in the area of college preparation have developed action plans for high school students to follow. Let's review these plans together.

2. [Refer students to **Student Handbook page 121, Action Plan** as you project it on the overhead. Then talk through the elements as outlined in Steps 3-7 below.]

3. **SOPHOMORE YEAR—Fall**
Sign up for the Preliminary SAT/National Merit Scholarship Qualifying Test (or its ACT-prep alternate, the ACT Plan). If you've already done this, you can check it off.

4. **JUNIOR YEAR—Fall/Winter**
 - Register for and retake the PSAT/National Merit Scholarship Qualifying Test.
 - Think about what you want in a college. For example, what might you want to study? What types of programs would you want? Do you want a big school or a small one? Do you want to be in a city or a country setting? Do you want to be near home? etc.
 - Start investigating which colleges meet your needs and interests. Learn about colleges by looking at websites, browsing catalogs and guides, and by talking to friends, teachers, and recent graduates who are now in college. You may also want to meet with your school counselor for suggestions. Remember, college is a two-way street: you need to consider each school, just as each school needs to consider you.
 - Register to take the SAT or ACT in the spring. The SAT and ACT are required by many colleges and universities for admission into an undergraduate program.

5. **JUNIOR YEAR—Spring/Summer**
 - Visit colleges that meet your interests and needs and take a campus tour. To get a true sense of a college, visit while school is in session. Be prepared to ask lots of questions. You can learn about when tours happen by looking at the school's website. We'll start this process by visiting a college later this year.

- By the end of this school year, narrow down your list to the colleges that interest you the most. Request viewbooks and financial aid information from colleges.
- Take the SAT or ACT.
- Request counselor or teacher recommendations. A college recommendation is a letter written by a teacher or counselor best qualified to describe your academic achievements and potential.
- Over the summer, continue to visit colleges. Take campus tours and schedule interviews with admissions counselors.

6. SENIOR YEAR—Fall

- Request applications for 5 to 10 colleges to which you'll apply.
- Request financial aid information from the colleges. Find out what forms to file and due dates.
- Research scholarships and other financial aid opportunities using your library, financial aid guidebooks, websites, and school counselor. Attend family financial aid nights at your school or in your neighborhood.
- Start to fill out applications.
- Start writing first drafts of essays. Ask teachers and others to read them.
- If necessary, retake the SAT or ACT.
- Check in with your counselor and the teachers you requested recommendations from. Make sure they know the deadlines for all of your applications.

7. SENIOR YEAR—Winter

- Send your completed applications. Most college applications are due between January 1 and February 15.
- Confirm that your counselor has sent your transcript to all the schools you applied to. A transcript is a record of the courses you've taken and your grades.
- January 1 is the first day that you are eligible to file the FAFSA. File as close to this date as possible, as school, state, and private aid deadlines may be much earlier than federal deadlines. All colleges will ask you to fill out the Free Application for Federal Student Aid (FAFSA). FAFSA is a financial aid application form needed to apply for grants, work-study, and loans. The Federal Government uses it to determine how much your family can afford to pay.

V. Wrap Up (5 minutes)

1. [Refer students to the bottom of **Student Handbook page 122, College Steps**. Instruct them to complete the handout by listing at least three steps they need to take in order to apply to college. Encourage them to add more than three if they can.]

2. **SAY SOMETHING LIKE:** Today you learned a lot about what you need to do to get ready to apply for college. As you've discovered, starting early is the key to getting it all done. If you're not yet sure what you'll do after high school, it's in your best interest to begin now. Should you decide later on that you want to go to college, you'll be on the road to getting there.

DO NOW

Education After High School 2: The Road to College

Directions: You will have three minutes to read the questions and write your answers.

Questions:

1. Besides doing well in school, what are some steps you need to take if you want to go to college?

2. How might you find out more about colleges so that you can find ones that are a good fit for you?

3. How do you share information about yourself with a college?



2009-10 FIRST-YEAR APPLICATION

For Spring 2010 or Fall 2010 Enrollment

APPLICANT

Legal name _____
Last/Family/Sur (Enter name **exactly** as it appears on official documents.) First/Given Middle (complete) Jr., etc.

Preferred name, if not first name (choose only one) _____ Former last name(s), if any _____

Birth date _____ Female Male US Social Security Number, if any _____
mm/dd/yyyy Optional, unless applying for US Federal financial aid with the FAFSA form

E-mail address _____ IM address _____

Permanent home address _____
Number & Street Apartment #

_____ City/Town State/Province Country ZIP/Postal Code

Permanent home phone (_____) _____ Cell phone (_____) _____
Area Code Area Code

If different from above, please give your current mailing address for all admission correspondence.

Current mailing address _____
Number & Street Apartment #

_____ City/Town State/Province Country ZIP/Postal Code

If your current mailing address is a boarding school, include name of school here: _____

Phone at current mailing address (_____) _____ (from _____ to _____)
Area Code (mm/dd/yyyy) (mm/dd/yyyy)

FUTURE PLANS

Your answers to these questions will vary for different colleges. If the online system did not ask you to answer some of the questions you see in this section, this college chose not to ask that question of its applicants.

College: _____ Deadline: _____
mm/dd/yyyy

Entry Term: Fall (Jul-Dec) Spring (Jan-Jun)

Decision Plan: Regular Decision Rolling Admission
 Early Decision Early Decision II
 Early Action Early Action II
 Restrictive Early Action Early Admission
 juniors only

Do you intend to apply for need-based financial aid? Yes No
Do you intend to apply for merit-based scholarships? Yes No
Do you intend to be a full-time student? Yes No
Do you intend to enroll in a degree program your first year? Yes No
Do you intend to live in college housing? _____
Academic Interests: _____

Career Interest: _____

DEMOGRAPHICS

US citizen
 Dual US citizen
 US permanent resident visa (Alien registration # _____)
 Other citizenship (Visa type _____)
List any non-US countries of citizenship _____

How many years have you lived in the United States? _____

Place of birth _____
City/Town State/Province Country

First language _____

Primary language spoken at home _____

Optional The items with a gray background are optional. No information you provide will be used in a discriminatory manner.

Marital status: _____

US Armed Services veteran? Yes No

1. Are you Hispanic/Latino?
 Yes, Hispanic or Latino (including Spain) No
Please describe your background _____

2. Regardless of your answer to the prior question, please select one or more of the following ethnicities that best describe you:

American Indian or Alaska Native (including all Original Peoples of the Americas)
Are you Enrolled? Yes No If yes, please enter Tribal Enrollment Number _____
Please describe your background _____

Asian (including Indian subcontinent and Philippines)
Please describe your background _____

Black or African American (including Africa and Caribbean)
Please describe your background _____

Native Hawaiian or Other Pacific Islander (Original Peoples)
Please describe your background _____

White (including Middle Eastern)
Please describe your background _____

FAMILY

Please list both parents below, even if one or more is deceased or no longer has legal responsibilities toward you. Many colleges collect this information for demographic purposes even if you are an adult or an emancipated minor. If you are a minor with a legal guardian (an individual or government entity), then please list that information below as well. If you wish, you may list step-parents and/or other adults with whom you reside, or who otherwise care for you, in the Additional Information section **online**, or on an attached sheet **if applying via mail**.

Household

Parents' Marital Status (relative to each other): Never married Married Widowed Separated Divorced (date _____)

With whom do you make your permanent home? Parent 1 Parent 2 Both Legal Guardian Ward of the Court/State Other

Parent 1: Mother Father Unknown

Parent 2: Mother Father Unknown

Is Parent 1 living? Yes No (Date deceased _____)

Is Parent 2 living? Yes No (Date deceased _____)

Last/Family/Sur *First/Given* *Middle* *Title (Mr./Ms./Dr., etc.)*

Last/Family/Sur *First/Given* *Middle* *Title (Mr./Ms./Dr., etc.)*

Country of birth _____

Country of birth _____

Home address **if different** from yours _____

Home address **if different** from yours _____

Home phone (_____) _____
Area Code

Home phone (_____) _____
Area Code

E-mail _____

E-mail _____

Occupation _____

Occupation _____

Name of employer _____

Name of employer _____

College (if any) _____

College (if any) _____

Degree _____ Year _____

Degree _____ Year _____

Graduate school (if any) _____

Graduate school (if any) _____

Degree _____ Year _____

Degree _____ Year _____

Legal Guardian (if other than a parent)

Relationship to you _____

Last/Family/Sur *First/Given* *Middle* *Title (Mr./Ms./Dr., etc.)*

Home address **if different** from yours _____

Home phone (_____) _____
Area Code

E-mail _____

Occupation _____

Name of employer _____

College (if any) _____

Degree _____ Year _____

Graduate school (if any) _____

Degree _____ Year _____

Siblings

Please give names and ages of your brothers or sisters. If they have attended or are currently attending college, give the names of the undergraduate institution, degree earned, and approximate dates of attendance. If more than three siblings, please list them in the Additional Information section **online**, or on an attached sheet **if applying via mail**.

Name *Age* *Relationship*

College Attended _____

Degree Earned _____ Dates _____
or Expected *yyyy-yyyy*

Name *Age* *Relationship*

College Attended _____

Degree Earned _____ Dates _____
or Expected *yyyy-yyyy*

Name *Age* *Relationship*

College Attended _____

Degree Earned _____ Dates _____
or Expected *yyyy-yyyy*

ACADEMICS

Secondary Schools

Current or most recent secondary school attended _____

Entry Date _____ Graduation Date _____ School Type public charter independent religious home school
mm/yyyy mm/dd/yyyy

Address _____ CEEB/ACT Code _____
Number & Street

City/Town _____ State/Province _____ Country _____ ZIP/Postal Code _____

Counselor's name (Mr./Ms./Dr., etc.) _____ Counselor's Title _____

E-mail _____ Phone (_____) _____ Fax (_____) _____
Area Code Number Ext. Area Code Number

List all other secondary schools, including summer schools as well as summer and other programs, you have attended, beginning with 9th grade.

School Name & CEEB/ACT Code	Location (City, State/Province, ZIP/Postal Code, Country)	Dates Attended (mm/yyyy)
_____	_____	_____
_____	_____	_____
_____	_____	_____

If you received college counseling or assistance with your application process from a community-based organization (such as Upward Bound, Questbridge, HEOP, etc.), please specify. _____

If your secondary school education was or will be interrupted, check all that apply and provide details in the Additional Information section or on an attached sheet.

- did/will graduate late
 did/will change secondary schools
 did not/will not graduate
 did/will graduate early
 did/will take time off
 did/will receive GED Date: _____ (Official scores must be sent from the testing agency.)
mm/yyyy

Colleges & Universities List all colleges/universities at which you have taken courses for credit; list names of courses taken, grades earned, and credits earned in the Additional Information section **online**, or on an attached sheet **if applying via mail**. Please have an official transcript sent from each institution as soon as possible.

College/University Name & CEEB/ACT Code	Location (City, State/Province, ZIP/Postal Code, Country)	Degree Candidate?		Dates Attended (mm/yyyy)	Degree(s) Earned
		Yes	No		
_____	_____	<input type="radio"/>	<input type="radio"/>	_____	_____
_____	_____	<input type="radio"/>	<input type="radio"/>	_____	_____
_____	_____	<input type="radio"/>	<input type="radio"/>	_____	_____

TESTS

Be sure to note the tests required for each institution to which you are applying. The official SAT, ACT, TOEFL, MELAB and/or IELTS scores from the appropriate testing agencies should be sent as soon as possible.

ACT Tests

Date taken/ to be taken	English	Math	Reading	Science	Composite	Writing	Date taken/ to be taken	English	Math	Reading	Science	Composite	Writing
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

SAT Reasoning Tests

Date taken/ to be taken	Critical Reading	Math	Writing	Date taken/ to be taken	Critical Reading	Math	Writing	Date taken/ to be taken	Critical Reading	Math	Writing
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

SAT Subject Tests

Date taken/ to be taken	Subject	Score	Date taken/ to be taken	Subject	Score	Date taken/ to be taken	Subject	Score
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

AP/IB Tests

Date taken/ to be taken	Subject	Score	Date taken/ to be taken	Subject	Score	Date taken/ to be taken	Subject	Score
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

TOEFL/IELTS/MELAB

Date taken/ to be taken	Test	Score	Date taken/ to be taken	Test	Score	Date taken/ to be taken	Test	Score
_____	_____	_____	_____	_____	_____	_____	_____	_____

Honors Briefly list any academic distinctions or honors you have received since the 9th grade or international equivalent (e.g. National Merit, Cum Laude Society).

Grade level or post-graduate (PG)					Honor	Level of Recognition			
9	10	11	12	PG		School	State/ Regional	National	Inter- national
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ACTIVITIES

Extracurricular Please list your **principal** extracurricular, community, volunteer and family activities and hobbies **in the order of their interest to you**. Include specific events and/or major accomplishments such as musical instrument played, varsity letters earned, etc. **To allow us to focus on the highlights of your activities, please complete this section even if you plan to attach a résumé.**

Grade level or post-graduate (PG)					Approximate time spent		When did you participate in the activity?		Positions held, honors won, or letters earned	If applicable, do you plan to participate in college?
9	10	11	12	PG	Hours per week	Weeks per year	School year	Summer		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>
Activity _____										
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>
Activity _____										
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>
Activity _____										
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>
Activity _____										
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____	_____	<input type="radio"/>	<input type="radio"/>	_____	<input type="radio"/>
Activity _____										

Work Experience Please list **paid** jobs you have held during the past three years (including summer employment).

Specific nature of work	Employer	School year	Summer	Approximate dates (mm/yyyy - mm/yyyy)	Hours per week
_____	_____	<input type="radio"/>	<input type="radio"/>	_____	_____
_____	_____	<input type="radio"/>	<input type="radio"/>	_____	_____
_____	_____	<input type="radio"/>	<input type="radio"/>	_____	_____
_____	_____	<input type="radio"/>	<input type="radio"/>	_____	_____

WRITING

Short Answer Please briefly elaborate on one of your extracurricular activities or work experiences in the space below or on an attached sheet (150 words or fewer).

Personal Essay Please write an essay (250 words minimum) on a topic of your choice or on one of the options listed below, and attach it to your application before submission. **Please indicate your topic by checking the appropriate box.** This personal essay helps us become acquainted with you as a person and student, apart from courses, grades, test scores, and other objective data. It will also demonstrate your ability to organize your thoughts and express yourself.

- 1 Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and its impact on you.
- 2 Discuss some issue of personal, local, national, or international concern and its importance to you.
- 3 Indicate a person who has had a significant influence on you, and describe that influence.
- 4 Describe a character in fiction, a historical figure, or a creative work (as in art, music, science, etc.) that has had an influence on you, and explain that influence.
- 5 A range of academic interests, personal perspectives, and life experiences adds much to the educational mix. Given your personal background, describe an experience that illustrates what you would bring to the diversity in a college community, or an encounter that demonstrated the importance of diversity to you.
- 6 Topic of your choice.

Disciplinary History

- ① Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution? Yes No
- ② Have you ever been convicted of a misdemeanor, felony, or other crime? Yes No

If you answered yes to either or both questions, please attach a separate sheet of paper that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.

Additional Information If there is any additional information you'd like to provide regarding special circumstances, additional qualifications, etc., please do so in the space below or on an attached sheet.

SIGNATURE

Application Fee Payment If this college requires an application fee, how will you be paying it?

- Online Payment Will Mail Payment Online Fee Waiver Request Will Mail Fee Waiver Request

Required Signature

- I certify that all information submitted in the admission process—including the application, the personal essay, any supplements, and any other supporting materials—is my own work, factually true, and honestly presented. I authorize all schools attended to release all requested records covered under the FERPA act, and authorize review of my application for the admission program indicated on this form. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I've certified be false.
- I acknowledge that I have reviewed the application instructions for each college receiving this application. I understand that all offers of admission are conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based, as well as honorable dismissal from the school. I also affirm that I will send an enrollment deposit (or the equivalent) to only one institution; sending multiple deposits (or the equivalent) may result in the withdrawal of my admission offers from all institutions. [Note: students may send an enrollment deposit (or equivalent) to a second institution where they have been admitted from the waitlist, provided that they inform the first institution that they will no longer be enrolling.]

Signature 

Date _____

mm/dd/yyyy

The Common Application, Inc., and its member institutions are committed to fulfilling their mission without discrimination on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, disability, or veteran status.

Action Plan

Review the year-by-year steps for applying to a 4-year college.

Sophomore Year

Fall

- Register for and take the PSAT/National Merit Scholarship Qualifying Test (or the ACT Plan in some school districts).

Junior Year

Fall/Winter

- Register for and retake the PSAT/National Merit Scholarship Qualifying Test.
- Identify the kinds of colleges you're interested in attending.
- Investigate colleges that meet your needs.
- Register for the SAT or ACT.

Spring/Summer

- Visit colleges.
- Request viewbooks and financial aid information from colleges.
- Take the SAT or ACT.
- Request teacher and counselor recommendations.

Senior Year

Fall

- Request college applications and financial aid information.
- Research financial aid opportunities (e.g., grants, scholarships).
- Fill out applications.
- Write essays.
- Retake the SAT or ACT, if necessary.
- Check in with your counselor and teachers you requested recommendations from.

Winter

- Complete and send applications.
- File for FAFSA (January 1).

Apply It! Question Prompts

Read each question prompt. Then identify the place on the Common Application where each of the sample students below should share their information.

Student 1: Erica

Last summer, Erica worked at a camp for physically challenged children. Where in the college application could Erica share what she learned from this experience?

Student 2: Mark

Where on the application can Mark tell how many years he's been playing the trumpet?

Student 3: Jenny

Jenny's family can't afford college. Where on the application does Jenny let the college know that she will need financial help?

Student 4: Carlos

How might a college know that Carlos is very strong in mathematics?

College Steps

List at least three actions or steps to take to apply to college. (Use the back of this page if you need more room.) As an extra challenge, identify what year of high school to take each step.

Steps	When to Do Step
1.	
2.	
3.	