

COMMON APPLICATION™

2004-2005

The 2004-2005 Common Application may be used by students applying for admission for the Fall 2005 or Spring 2006 terms. The form is available from your high school guidance office or the National Association of Secondary School Principals. It can be downloaded or completed online at www.commonapp.org.

Use of this form is governed by the License Agreement for Common Application Forms, a copy of which is displayed at www.commonapp.org.

Please read this Agreement carefully before using the Common Application.

WHY USE THE COMMON APPLICATION?

For more than 25 years the Common Application has been a time-saving advantage for students and counselors. The colleges and universities listed above have worked together to develop and distribute the forms. Many of the colleges use the Common Application exclusively. All members fully support its use, and all give equal consideration to the Common Application and the college's own form.

HOW IT WORKS

The *Application for Undergraduate Admission* must be completed only once. Photocopies may be sent to any number of participating colleges. The same is true of the *School Report*, *Midyear Report*, and *Teacher Evaluation* forms. This procedure simplifies the college application process by saving time and eliminating unnecessary duplication of effort.

WHY IT WORKS

Member colleges annually sign an agreement to give full and equal consideration to the Common Application. Members also must adhere to the National Association for College Admission Counseling's *Statement of Principles of Good Practice*, including the following: "College and university members will not discriminate in the admission selection process against applicants based on the particular application form that an applicant uses, provided that the college or university has agreed explicitly, as in common application membership, or implicitly, as in online or other computer-based technology, to accept the particular version of the application."

COUNSELOR INSTRUCTIONS

- ☐ For a student using these forms, complete a *School Report* and photocopy the report for each of the colleges to which the student is applying.
- ☐ Mail a signed copy of the *School Report*, attaching a legible official copy of the student's transcript or grade record, transcript legend, and school profile.
- ☐ Many colleges also require a *Midyear Report*. Consult the Requirements Grid in the back of this booklet.
- ☐ The *School Report* and *Midyear Report* can be downloaded at www.commonapp.org.

TEACHER INSTRUCTIONS

- ☐ Complete a *Teacher Evaluation* and mail a signed photocopy to each of the colleges to which the student is applying.
- ☐ The *Teacher Evaluation* form can be downloaded at www.commonapp.org.

APPLICANT INSTRUCTIONS

If you are applying to one of the member colleges as an Early Decision or Early Action candidate, check with the individual college for their policy and deadline. Notify the college of your intent by completing the Optional Declaration of ED/EA on page 1 of the Common Application, AND attaching a letter or the college's ED/EA form to your application, if required.

- ☐ Fill out the *Application for Undergraduate Admission* in this booklet. Photocopy it for each college to which you are applying.
- ☐ Mail it, along with the appropriate fee or approved fee waiver, to each of your colleges. Mailing addresses for each college are noted in the Contact List; application fees and deadlines are noted in the Requirements Grid.
- ☐ Complete the student portions of the *School Report* and *Midyear Report* and give these forms to your guidance counselor, along with a list of the member colleges to which you are applying. You may use the College Contact pages to indicate your college list.
- ☐ If any college to which you are applying requires a *Teacher Evaluation*, ask a teacher(s) to complete that form as instructed and to mail a copy to each of your selected colleges.
- ☐ Some colleges require a supplemental form along with your Common Application. Check the Requirements Grid for how to obtain and submit these forms.
- ☐ Some colleges may require additional writing samples to complete an application. Some will also review additional material, such as music tapes, artwork, reports of scientific projects, etc.
- ☐ Consult each institution's instructions for submitting these materials.
- ☐ You may use www.commonapp.org to apply to *any* member college by submitting electronically, or by downloading/ mailing forms. Most member colleges accept the Common Application electronically; a few require hardcopy. Check the Requirements Grid for details.

INSIDE THIS BOOKLET

College Contact List A complete listing of member institutions and their mailing addresses, phone and fax numbers, email addresses, and websites.

Application Forms All forms for students, counselors, and teachers are in the middle of this booklet.

Requirements Grid In the back of the booklet is a helpful comparison grid of application requirements for each member college. Compare deadlines, fees, required tests, forms, and online availability.

EDUCATIONAL DATA

High school you now attend (or from which you graduated) _____ Date of entry _____

Address _____ CEEB/ACT code _____
City or Town State Country Zip Code or Postal Code

Date of secondary graduation _____ Type of school ☐ public ☐ private ☐ parochial ☐ home school

Guidance counselor’s name _____ Position _____

Counselor’s phone (_____) _____ Counselor’s Fax (_____) _____
Area Code Number Ext. Area Code Number

List all other secondary schools, including summer schools and programs you have attended beginning with ninth grade.

<i>Name of School</i>	<i>Location (City, State, Zip, Country)</i>	<i>Dates Attended</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

List all colleges/universities which you have taken courses for credit; list names of courses taken and grades earned. Please have an official transcript sent from each institution as soon as possible.

<i>Name of College/University</i>	<i>Location (City, State, Zip, Country)</i>	<i>Degree Candidate?</i>	<i>Dates Attended</i>
_____	_____	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	_____

If not currently attending school, please check here ☐ Describe in detail your activities since last enrolled.

TEST INFORMATION

Be sure to note the tests required for each institution to which you are applying. The official scores from the appropriate testing agency must be submitted to each institution as soon as possible. Please list your test plans below.

ACT

<i>Date taken/ to be taken</i>	<i>English Score</i>	<i>Math Score</i>	<i>Reading Score</i>	<i>Science Score</i>	<i>Composite Score</i>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

SAT I

<i>Date taken/ to be taken</i>	<i>Verbal Score</i>	<i>Math Score</i>	<i>Date taken/ to be taken</i>	<i>Verbal Score</i>	<i>Math Score</i>	<i>Date taken/ to be taken</i>	<i>Verbal Score</i>	<i>Math Score</i>
_____	_____	_____	_____	_____	_____	_____	_____	_____

SAT II Subject Tests

<i>Date taken/ to be taken</i>	<i>Subject</i>	<i>Score</i>	<i>Date taken/ to be taken</i>	<i>Subject</i>	<i>Score</i>	<i>Date taken/ to be taken</i>	<i>Subject</i>	<i>Score</i>
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

Test of English
as a second language
(TOEFL or other exam)

<i>Test</i>	<i>Date taken/ to be taken</i>	<i>Score</i>	<i>Test</i>	<i>Date taken/ to be taken</i>	<i>Score</i>
_____	_____	_____	_____	_____	_____

FAMILY

Parent 1 Last/Family First Middle Gender

Living? ☐ Yes ☐ No (Date deceased _____)

Home address if different from yours _____

Occupation _____

Name of business or organization _____

College (if any) _____

Degree _____ Year _____

Professional or graduate school (if any) _____

Degree _____ Year _____

If not with both parents, with whom do you make your permanent home? _____

Legal guardian's name/address _____

Please check if parents are ☐ married ☐ separated ☐ divorced (date _____) ☐ never married ☐ other _____

Parent 2 Last/Family First Middle Gender

Living? ☐ Yes ☐ No (Date deceased _____)

Home address if different from yours _____

Occupation _____

Name of business or organization _____

College (if any) _____

Degree _____ Year _____

Professional or graduate school (if any) _____

Degree _____ Year _____

If not with both parents, with whom do you make your permanent home? _____

Legal guardian's name/address _____

Please check if parents are ☐ married ☐ separated ☐ divorced (date _____) ☐ never married ☐ other _____

Please give names and ages of your brothers or sisters. If they have attended college, give the names of the institutions attended, degrees, and approximate dates.

EXTRACURRICULAR, PERSONAL, AND VOLUNTEER ACTIVITIES (including summer)

Please list your **principal** extracurricular, community, 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. Check (✓) in the right column those activities you hope to pursue in college. **To allow us to focus on the highlights of your activities, please complete this section even if you plan to send a résumé.**

Activity	Grade level or post-secondary (PS)						Approximate time spent		Positions held, honors won, or letters earned	Do you plan to participate in college?
	9	10	11	12	PS		Hours per week	Weeks per year		
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>

ACADEMIC HONORS

Briefly list or describe any scholastic distinctions or honors you have won beginning with ninth grade.

WORK EXPERIENCE

List any job (including summer employment) you have held during the past three years.

Specific nature of work	Employer	Approximate dates of employment	Approximate no. of hours spent per week

SHORT ANSWER

Please describe which of your activities (extracurricular and personal activities or work experience) has been most meaningful and why.

PERSONAL STATEMENT

This personal statement helps us become acquainted with you in ways different from courses, grades, test scores, and other objective data. It will demonstrate your ability to organize thoughts and express yourself. We are looking for an essay that will help us know you better as a person and as a student. Please write an essay (250–500 words) on a topic of your choice or on one of the options listed below. *Please indicate your topic by checking the appropriate box below.*

- ☐ 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, an 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.

APPLICATION FEE PAYMENT

- ☐ Check/money order
- ☐ Counselor-approved Fee Waiver

REQUIRED SIGNATURE Your typed “signature” is required whether you are an ED, EA, or regular decision candidate.

I certify that all information in my application, including my Personal Statement, is my own work, factually true, and honestly presented.

Signature

Date

IF APPLYING VIA EARLY DECISION OR EARLY ACTION (1) Complete the Optional ED/EA Declaration for your early application *only*. (2) Submit the college’s required ED/EA form, if any. (3) Understand that it is your responsibility to report any changes in your schedule to the colleges to which you are applying.

These colleges are committed to administer all educational policies and activities without discrimination on the basis of race, color, religion, national or ethnic origin, age, handicap, or gender. The admission process at private undergraduate institutions is exempt from the federal regulation implementing Title IX of the Education Amendments of 1972.