

COMMON APPLICATION[®]

2003-2004

The 2003-2004 Common App may be used by students applying for admission for the Fall 2004 or Spring 2005 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.

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 attaching a letter or the college's ED/EA form to your Common Application. Be sure to inform your counselor of your decision.

- ☐ 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 *Common App Online* to apply to *any* member college. At www.commonapp.org you can download forms to print and mail, or complete the web-enabled form to submit online or by mail. Most member colleges accept the Common App electronically; 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.

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APPLICATION FOR UNDERGRADUATE ADMISSION

The member colleges and universities listed above fully support the use of this form. No distinction will be made between it and the college's own form. Please type or print in black ink.
Be sure to follow the instructions on the cover page of the Common App booklet to complete, copy, and file your application with any one or several of the member colleges and universities.

PERSONAL DATA

Legal Name _____
Last/Family First Middle (complete) Jr., etc. Gender

Prefer to be called (nickname) _____ Former last name(s) if any _____

Are you applying as a ☐ freshman or ☐ transfer student? For the term beginning _____

Birthdate _____ E-mail Address _____
mm/dd/yy

Permanent Home Address _____
Number and Street

City or Town State Country Zip Code or Postal Code

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

Mailing Address (from _____ to _____) _____
(mm/yy) (mm/yy) Number and Street

City or Town State Country Zip Code or Postal Code

Phone at mailing address (_____) _____ Permanent home phone (_____) _____
area code number area code number

Citizenship ☐ US citizen ☐ Dual US citizen; please specify other country of citizenship _____
☐ US Permanent Resident visa; citizen of _____ ☐ Other citizenship _____ / _____
country(ies) Visa type

Alien Registration Number _____

If you are not a US citizen and live in the United States, how long have you been in the country? _____

Possible area(s) of academic concentration/major _____ or undecided ☐

Special college or division if applicable _____

Possible career or professional plans _____ or undecided ☐

Will you be a candidate for financial aid? ☐ yes ☐ no If yes, the appropriate form(s) was/will be filed on _____

The following items are *optional*. No information you provide will be used in a discriminatory manner.

Place of birth _____ Social Security Number (if any) _____
City State Country

First language, if other than English _____ Language spoken at home _____

If you wish to be identified with a particular ethnic group, please check all that apply

- | | |
|---|--|
| <input type="checkbox"/> African American, Black | <input type="checkbox"/> Mexican American, Chicano |
| <input type="checkbox"/> Native American, Alaska Native (tribal affiliation _____ enrolled _____) | <input type="checkbox"/> Native Hawaiian, Pacific Islander |
| <input type="checkbox"/> Asian American (country of family's origin _____) | <input type="checkbox"/> Puerto Rican |
| <input type="checkbox"/> Asian, including Indian Subcontinent (country _____) | <input type="checkbox"/> White or Caucasian |
| <input type="checkbox"/> Hispanic, Latino (country _____) | <input type="checkbox"/> Other (specify _____) |

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.

Name of School	Location (City, State, Zip)	Dates Attended
_____	_____	_____
_____	_____	_____

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

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

If not currently attending school, please check here ☐ Describe in detail, on a separate sheet, 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	Date taken/ to be taken	English Score	Math Score	Reading Score	Science Score	Composite Score
	_____	_____	_____	_____	_____	_____

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

SAT I	Date taken/ to be taken	Verbal Score	Math Score	Date taken/ to be taken	Verbal Score	Math Score
	_____	_____	_____	_____	_____	_____

SAT II Subject Tests

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

Test of English as a second language (TOEFL or other exam)	Test	Date taken/ to be taken	Score	Test	Date taken/ to be taken	Score
	_____	_____	_____	_____	_____	_____

FAMILY

Mother _____
Last/Family First Middle

Is she living? _____

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 _____) ☐ 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. _____

ACADEMIC HONORS

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

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 attach 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"/>

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

In the space provided below, or on a separate sheet if necessary, please describe which of these activities (extracurricular and personal activities or work experience) has had the most meaning for you, 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. You may attach your essay on separate sheets (same size, please). Also, 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 Topic of your choice.

APPLICATION FEE PAYMENT ☐ Check/money order attached. ☐ Counselor-approved Fee Waiver attached.

REQUIRED SIGNATURE Your 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) Attach a letter with this application, or complete the college's required ED/EA form, notifying that college of your intent. (2) 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 admissions process at private undergraduate institutions is exempt from the federal regulation implementing Title IX of the Education Amendments of 1972.

TEACHER EVALUATION

The member colleges and universities listed above fully support the use of this form. No distinction will be made between it and the college's own form. Please type or print in black ink.

TO THE APPLICANT

Fill in the information below and give this form and a stamped envelope, addressed to each college to which you are applying that requests a Teacher Evaluation, to a teacher who has taught you an academic subject.

Birthdate	Gender	Social Security No.			
<i>mm/dd/yy</i>		<i>(Optional)</i>			
Student Name					
<i>Last/Family</i>	<i>First</i>	<i>Middle (complete)</i>	<i>Jr., etc.</i>		
Address					
<i>Number and Street</i>	<i>City or Town</i>	<i>State</i>	<i>Country</i>	<i>Zip Code or Postal Code</i>	
School you now attend	CEEB/ACT code				

TO THE TEACHER

The Common Application group of colleges finds candid evaluations helpful in choosing from among highly qualified candidates. We are primarily interested in whatever you think is important about the applicant's academic and personal qualifications for college.

Please submit your references promptly. A photocopy of this reference form, or another reference you may have prepared on behalf of this student, is acceptable. You are encouraged to keep the original of this form in your private files for use should the student need additional recommendations. Please return it to the appropriate admissions office(s) in the envelope(s) provided you by this student. We are grateful for your assistance. **Be sure to sign below.**

Teacher's Name (please print or type)	Position
Secondary School	
School Address	
Teacher's Phone (Teacher's E-mail
<i>Area Code</i>	<i>Ext.</i>

Signature _____ Date _____

BACKGROUND INFORMATION

How long have you known this student and in what context? _____

What are the first words that come to your mind to describe this student? _____

List the courses you have taught this student, noting for each the student's year in school (10th, 11th, 12th) and the level of course difficulty (AP, accelerated, honors, IB, elective, etc.)

EVALUATION Please write whatever you think is important about this student, including a description of academic and personal characteristics. We are particularly interested in the candidate’s intellectual promise, motivation, maturity, integrity, independence, originality, initiative, leadership potential, capacity for growth, special talents, enthusiasm, concern for others, respect accorded by faculty, and reaction to setbacks. We welcome information that will help us to differentiate this student from others.

RATINGS

Compared to other college-bound students in his or her secondary school class, how do you rate this student in terms of:

		<i>No basis</i>	<i>Below Average</i>	<i>Average</i>	<i>Good (above average)</i>	<i>Very Good (well above average)</i>	<i>Excellent (top 10%)</i>	<i>One of the top few encountered in my career</i>
	Creative, original thought							
	Motivation							
	Self-confidence							
	Independence, initiative							
	Intellectual ability							
	Academic achievement							
	Written expression of ideas							
	Effective class discussion							
	Disciplined work habits							
	Potential for growth							

CONFIDENTIALITY We value your comments highly and ask that you complete this form in the knowledge that it may be retained in the student’s file should the applicant matriculate at a member college. In accordance with the Family Educational Rights and Privacy Act of 1974, matriculating students do have access to their permanent files which may include forms such as this one. Unless required by state law, colleges may not provide access to admissions records to applicants, those students who are denied admission, or those students who decline an offer of admission. Again, your comments are important to us and we thank you for your cooperation. 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 admissions process at private undergraduate institutions is exempt from the federal regulation implementing Title IX of the Education Amendments of 1972.

EVALUATION Please write whatever you think is important about this student, including a description of academic and personal characteristics. We are particularly interested in the candidate’s intellectual promise, motivation, maturity, integrity, independence, originality, initiative, leadership potential, capacity for growth, special talents, enthusiasm, concern for others, respect accorded by faculty, and reaction to setbacks. We welcome information that will help us to differentiate this student from others.

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	Creative, original thought							
	Motivation							
	Self-confidence							
	Independence, initiative							
	Intellectual ability							
	Academic achievement							
	Written expression of ideas							
	Effective class discussion							
	Disciplined work habits							
	Potential for growth							

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TO THE APPLICANT

After filling in the information below, give this form to your guidance counselor.

Birthdate

mm/dd/yy

Gender

Social Security No.

(Optional)

Student Name

Last/Family

First

Middle (complete)

Jr., etc.

Address

Number and Street

City or Town

State

Country

Zip Code or Postal Code

Current year courses—please indicate title, level (AP, IB, advanced honors, etc.) and credit value of all courses you are taking this year.

First Semester/Trimester	Second Semester/Trimester	Third Trimester

TO THE SECONDARY SCHOOL GUIDANCE COUNSELOR

Attach applicant’s official transcript, including courses in progress, a school profile, and transcript legend. (Please check transcript copies for readability.) After filling in the blanks below, use both sides of this form to describe the applicant. Please provide all available information for this candidate. *Be sure to sign below.*

Class rank

in a class of

, covering a period from

to

(mm/yy)

(mm/yy)

The rank is

☐ weighted

☐ unweighted.

How many students share this rank?

If a precise rank is not available, please indicate rank to the nearest tenth from the top

Cumulative GPA

on a

scale, covering a period from

to

(mm/yy)

(mm/yy)

This GPA is

☐ weighted

☐ unweighted.

The school’s passing mark is

Percentage of graduating class attending:

four-year

two-year institutions.

In comparison with other college preparatory students *at our school*, the applicant’s course selection is

☐ most demanding

☐ very demanding

☐ demanding

☐ average

☐ less than demanding

H.S. graduation date

Are classes taken on a block schedule?

☐ yes

☐ no

If yes, in what year did block scheduling begin?

Counselor’s Name (please print or type)

Signature Date

Position School

Counselor’s Address Counselor’s E-mail

Counselor’s Phone (Area Code) Number Ext. Counselor’s Fax (Area Code) Number

High School CEEB/ACT Code

EVALUATION Please write whatever you think is important about this student, including a description of academic and personal characteristics. We are particularly interested in the candidate’s intellectual promise, motivation, maturity, integrity, independence, originality, initiative, leadership potential, capacity for growth, special talents, enthusiasm, concern for others, respect accorded by faculty, and reaction to setbacks. We welcome information that will help us to differentiate this student from others.

How long have you known this student and in what context? _____

What are the first words that come to your mind to describe this student? _____

RATINGS

Compared to other college-bound students in his or her secondary school class, how do you rate this student in terms of:

		<i>No basis</i>	<i>Below Average</i>	<i>Average</i>	<i>Good (above average)</i>	<i>Very Good (well above average)</i>	<i>Excellent (top 10%)</i>	<i>One of the top few encountered in my career</i>
	Academic Achievement							
	Extracurricular Accomplishments							
	Personal Qualities and Character							
	Creativity							

I recommend this student: ☐ With reservation ☐ Fairly strongly ☐ Strongly ☐ Enthusiastically

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Please use the space below, or a separate sheet of paper, for additional comments.

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