



Information You Need to Gather Before Completing Applications

Before you begin filling in the application forms, here is the information you need to have on hand.

1. Personal Information

- Name
- Birth date
- Social Security Number
- Email and IM addresses
- Home and cell phone numbers
- Your address and your parent's address (if not the same)

2. Citizenship Information If You Are Not US Born Or Have Dual Citizenship

3. Family Information - Both Mother And Father (and or Legal Guardian)

- Name
- Marital Status
- Country of Birth
- Home Address and phone number
- Email Address
- Occupation and Name of Employer
- College, Degree and Year of Graduation
- Graduate School, Degree and Year of Graduation

4. Sibling Information

- Names and Ages
- Colleges Attended
- Degrees Earned and Dates

5. Academics - Secondary School Information

- Names of All Secondary Schools and Their Respective CEEB/ACT Code
- Location
- Dates Attended
- Name of Community-based Group from Whom Received Counseling or Assistance

6. Colleges & Universities

- All Colleges or Universities Attended, including Summer and Other Programs
- Location, Dates Attended

If a Transfer Student:

- Current or Most Recent College
- Entry and Exit Dates
- Address
- Advisor's Name, Title, Email, Phone, Fax

7. Testing Information

- ACT Tests (Dates taken and scores)
- SAT Reasoning Tests (Dates taken and scores)
- SAT Subject Tests (Subjects, dates taken and scores)
- AP/IB Tests (Subjects, dates and scores)
- For International Students (TOEFL, IELTS, MELAB scores)

8. Honors & Academic Distinctions (usually 5 spaces)

- Names of Honors, Years in School, School/State/National/International Recognition

9. Activities and/or work experience (ten spaces on the Common App)

- Name of Activity, Grade Levels Involved
- Hours Per Week, Weeks Per Year
- Summer and/or School Year Participation
- Positions Held, Honors, Letters Won

10. High School Courses

- Names of All Regular, Honors, AP, IB or Accelerated (since the 9th grade)
- Names of courses you are taking senior year

11. High School Information

- Name, address and CEEB Code for school
- Name, title, phone and fax number for your high school counselor