

STANFORD

FRESHMAN AND TRANSFER APPLICATION
INSTRUCTIONS 2011 - 2012

Every application to Stanford receives serious and thoughtful consideration; our aim is to know more about the person, context, and accomplishments represented by each application.

Please read these instructions carefully. They contain important information regarding deadlines, application procedures, and financial aid. Following these instructions closely will allow our office to receive, process, and read your application with the time and care that it deserves.

This guide highlights the most important information needed to apply to Stanford. For more detailed information about our application process, please visit: admission.stanford.edu/apply

For specific instructions pertaining to the Common Application, please visit: commonapp.org

APPLICATION TYPES

Freshman applicants to Stanford have two application options: Restrictive Early Action and Regular Decision. Restrictive Early Action is a non-binding early admission option that may be appropriate for students for whom Stanford is their first-choice school. For more information about these options, please visit: admission.stanford.edu/plan

Transfer applicants to Stanford have one application option. Detailed information about the transfer application process can be found at: admission.stanford.edu/transfer

APPLICATION DATES & DEADLINES

Type of Application	Restrictive Early Action	Regular Decision	Transfer
Application with Arts Supplement Deadline	October 15	December 1	March 15
Application Deadline	November 1	January 1	March 15
Student Notified of Admission Decision	December 15	April 1	May 15
Reply to Stanford	May 1	May 1	June 1

Regardless of application type, all materials must be submitted by the appropriate deadlines. All dates are postmark or electronic submission deadlines. We encourage students to submit their applications well in advance of the deadlines to avoid last-minute technical difficulties.

APPLICATION COMPONENTS

The Common Application serves as Stanford's sole application for both freshman and transfer applicants. Students can access the First-Year or Transfer Application, including all necessary forms, online at commonapp.org. Stanford requires all applicants to apply online; we will not accept paper copies of the Common Application (unless approved in advance by the Director of Admission).

We prefer that your counselor, teachers, and instructors submit their documents online. If they are unable to do this, you may download the appropriate forms from the Common Application website and have them mailed directly to our office, using the Stanford mailing labels.

Important:

- **Be sure your Common Application ID number appears on all forms you download from the Common Application website.**
- **Use the Stanford mailing labels for any document mailed to our office. The labels are located at: admission.stanford.edu/applying/forms**
- **Use your official name on all application documents.**

1 FIRST-YEAR OR TRANSFER APPLICATION FORM

The First-Year and Transfer Application Forms include questions about your personal background, extracurricular activities, academic honors, and other experiences; it also requires a personal essay. Freshman and Transfer applicants must submit the appropriate form online.

2 STANFORD SUPPLEMENT TO THE COMMON APPLICATION

The Stanford Supplement is a series of additional questions and short essays. It is a separate document from the First-Year or Transfer Application Form and is available online to registered users of the Common Application website. You must submit the Stanford Supplement and the First-Year or Transfer Application Form. This is a two-step process. Please make sure you have submitted both.

3 FIRST-YEAR OR TRANSFER APPLICATION FEE (OR FEE WAIVER)

Stanford's non-refundable application fee is \$90; this must be submitted by the appropriate application deadline along with the application.

Fee waivers are available to applicants who apply for financial aid and meet the guidelines established by the College Board. If you meet these guidelines, select the fee waiver option on the application when prompted for payment.

Transfer applicants must submit a letter from their current institution's financial aid office in order to be eligible for a fee waiver.

4 STANDARDIZED TESTING

SAT or ACT Plus Writing

Both freshman and transfer applicants are required to submit scores from either the SAT (Critical Reading, Math, and Writing) or the ACT Plus Writing to be considered for admission. Applicants must report all SAT scores and all ACT scores; however, we will focus only on your highest individual section scores across all sittings for the SAT and your highest composite score for the ACT Plus Writing. Official test scores, sent from either the ACT or the College Board (the reporting agency for the SAT) or both, must arrive by the appropriate deadline. We do not accept photocopies or student-reported scores as official results.

SAT Subject Test Scores

SAT Subject Tests are recommended, but not required, for admission to Stanford.

TOEFL

If English is not your native language, we recommend, but do not require, the Test of English as a Foreign Language (TOEFL).

Important: Please use the same name on all application documents, including your testing. If you have taken any of your tests under a different name, please notify our office immediately at: credentials@stanford.edu

Stanford's Test Codes: SAT & TOEFL – 4704; ACT – 0434

5 SCHOOL REPORTS

Freshman: Ask your school counselor to submit the School Report (preferably online) by the appropriate deadline. The Midyear Report is also required after the first semester or trimester of your senior year.

Transfer: Ask the counselor or other school official at the high school from which you graduated to submit the School Report (preferably online) by March 15. If you graduated from high school five or more years ago and a recommendation is no longer available, you must still have the appropriate school official complete and submit the form with your final high school transcript. The College Official's Report must be completed by an official at your current institution and submitted by March 15.

International Applicants/Non-American Grading System: If your school does not use the American grading system, give both the International Supplement and the School Report to your high school counselor to submit by the appropriate deadline.

Important: Please use the Stanford mailing labels for any forms mailed to our office: admission.stanford.edu/applying/forms

6 OFFICIAL TRANSCRIPTS

Freshman: You must submit an official high school transcript (preferably with your School Report) by the appropriate deadline. If you have attended more than one high school and the grades from your prior school(s) do not appear on your current transcript, you must submit transcripts from each school you attended. You should also submit transcripts for any coursework taken at a college or university. We will not accept grade reports in lieu of transcripts.

Transfer: You must submit official transcripts from all of your high school and college/university coursework by March 15. If you have attended more than one college/university, you must submit a transcript from each school. If you are attending a school on a quarter or trimester system, your transcripts must include grades from your fall and winter terms or we will not be able to consider your application. We will not accept grade reports in lieu of transcripts.

7 TEACHER OR INSTRUCTOR EVALUATIONS

Freshman: Request a Teacher Evaluation from two – and no more than two – teachers to be submitted (preferably online) by the appropriate deadline. Stanford requests that you ask teachers from two different subject areas from among the following: English, mathematics, science, foreign language, and history/social studies. We also recommend choosing teachers who taught you in grades 11 or 12.

Transfer: Request a College Instructor Evaluation from two – and no more than two – college instructors to be submitted (preferably online) by March 15. You should choose instructors who have taught you in an academic subject area. If you have been out of college for several years, you may substitute one work reference for one instructor reference. We will not accept high school teacher recommendations in lieu of a college instructor recommendation.

Important: Please ask your teachers/instructors to submit the Common Application Teacher/Instructor Evaluation form (including your Common Application ID) with their letters of recommendation. Failure to include the form and your Common Application ID number will delay the processing of your application. Use the Stanford mailing labels for any forms mailed to our office: admission.stanford.edu/applying/forms

OPTIONAL COMPONENTS

+ OPTIONAL LETTER

You may submit a maximum of one optional letter of recommendation if there is another person – NOT a teacher or counselor – who knows you well and will provide us with different information and new insights about you. We ask that you instruct your additional recommender to put your full name (as listed on your application), your birth date, your current school, and your Common Application ID number at the top of the letter. Submitting an extra letter is entirely optional and is not expected.

+ OPTIONAL ARTS SUPPLEMENT

Applicants with extraordinary talent in the fine or performing arts – art, dance, drama, and music – who intend to participate in and/or study the arts, even if not majoring in the arts, may submit (by mail) supplementary materials for review by our faculty. Applicants submitting an Arts Supplement are expected to have demonstrated artistic talent at a level beyond what is normally exhibited by high school students.

While we would like students with a vested interest in the arts to continue their participation at the collegiate level, an arts submission neither guarantees nor commits a student to participate in the arts at Stanford if admitted, nor does non-submission preclude such participation.

A detailed guide explaining how to submit an Arts Supplement can be found online at admission.stanford.edu/applying/forms; students need to thoroughly review these instructions. Also, in order for your Arts Supplement to be considered in the review of your application, you must submit all of the following credentials by the earlier deadlines indicated in our application deadlines chart.

Submit online through the Common Application website:

- First-Year Application or Transfer Application
- Stanford Supplement to the Common Application
- Application Fee or Fee Waiver Request

Mail to the Stanford Office of Undergraduate Admission in hard copy and in the same envelope:

- Common Application Arts Supplement Form
- Arts Instructor Letter of Recommendation
- Arts Resume
- Arts Submission. Please review the separate Arts Supplement Instructions for the specific guidelines governing each kind of submission.

All other application materials may still be submitted by the usual deadlines. Please ensure that your Common Application ID number appears on any form you download from the Common Application website. Please do not send us any other materials beyond those requested.

+ SUPPLEMENTARY CREDENTIALS

Please do not send any additional materials which are not specifically requested in the application. This includes school or work resumes, research papers, and writing samples. They will not be considered.

RESPONSIBILITY FOR CHECKING YOUR APPLICATION STATUS

You are responsible for verifying that all required forms and documents have been received by the appropriate deadlines. It is very important that you check the Common Application website (under “My Colleges”) to ensure that both your First-Year or Transfer Application and Stanford Supplement forms have been successfully submitted. Once we have received the online submission of these two documents, we will send you instructions on how to check the status of your other application materials. While we will do our best to notify you of any missing documents, it is ultimately your responsibility to ensure that we have received all required application materials. Correspondence from our office – including your admission decision – will be sent to you via email. You are responsible for providing us with a valid email address, notifying us of any changes to your email address, checking your email regularly, and ensuring that your email account will accept email from Stanford. We recommend not using a school or .org email address. Please consult your email provider for instructions on adding **admission@stanford.edu** to your address book or safe senders list.

APPLYING FOR FINANCIAL AID

Stanford adheres to a need-blind admission policy (except in the cases of non-U.S. Citizens and non-U.S. Permanent Residents). This means that your financial status is not a factor in our admission decision. We are committed to providing a comprehensive, need-based financial aid program that makes it financially possible for admitted students to attend Stanford. To apply for financial aid, submit the CSS PROFILE and the FAFSA by the financial aid deadlines. For more information, please visit: **financialaid.stanford.edu**

IMPORTANT REMINDERS

- Refer to **admission.stanford.edu/apply** for more detailed information about Stanford's admission process.
- Stanford only accepts applications online through **commonapp.org**
- Use your official name on all application documents.
- Your Common Application ID number must appear on any form you download from the Common Application website.
- Use the Stanford mailing labels for any document mailed to our office. The labels are located at: **admission.stanford.edu/applying/forms**
- Your application is not active until you submit the First-Year or Transfer Application, Stanford Supplement, and application fee. Please complete each of these submission steps in the same sitting by the appropriate deadline.
- Notify us immediately of any changes to your home, mailing, or email addresses.
- Add **admission@stanford.edu** to your email address book or safe senders list.
- Print and save copies of all forms, including those you submit online.
- It is your responsibility to check that all forms and documents have been received by Stanford by the appropriate deadlines.
- We recommend that applications be submitted well in advance of deadlines to avoid technical difficulties with the Common Application website.
- Applicants are expected to adhere to NACAC's Students' Rights and Responsibilities, which can be found at: **admission.stanford.edu/nacac**

NON-DISCRIMINATION POLICY

Stanford University admits qualified students of any race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, and gender identity to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. Consistent with its obligations under the law, Stanford prohibits unlawful discrimination, including harassment, on the basis of race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity, or any other characteristic protected by applicable law in the administration of the University's programs and activities. The following person has been designated to handle inquiries regarding this nondiscrimination policy: the Director of the Diversity and Access Office, Mariposa House, 585 Capistrano Way, Stanford University, Stanford, CA 94305-8230; (650) 723-0755 (voice), (650) 723-1216 (TTY), (650) 723-1791 (fax), equal.opportunity@stanford.edu (email).

THE CLERY ACT

Stanford University complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. A copy of Stanford's policies and statistics under this act are posted on the Department of Public Safety website at: <http://www.stanford.edu/group/SUDPS/safety-report.shtml>. A paper copy can be obtained by calling the Stanford Department of Public Safety at (650) 723-9633.



STANFORD
UNIVERSITY

OFFICE OF UNDERGRADUATE ADMISSION
Montag Hall—355 Galvez Street
Stanford, CA 94305-6106
Phone: (650) 723-2091
Fax: (650) 725-2846
Email: admission@stanford.edu
Website: <http://admission.stanford.edu>