

**EVERYTHING**  
**YOU NEED**  
**TO KNOW**  
**ABOUT**  
**COLLEGE**  
**APPLICATION**  
**MATERIALS**

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# INTRODUCTION

College applications are an important part of the admissions process because they reflect you as a person and as a student. Indeed, unlike other information colleges receive about you, the application comes directly from you. Standardized test scores, grades, and recommendations represent your performance and other people's comments about you; the application can allow others to see you as you want to present yourself. The organization and timeliness of your application contribute to the evaluation process, which centers, of course, on content. It is therefore very important that you do a first rate job and take the utmost care in completing each application. Do not wait until the last minute to complete your applications.

While the application process need not be difficult, it can be confusing at times, and it certainly can be time consuming. What follows is designed to help ease your way through some of the more technical aspects of filling out an application.

**Even if you are not going to fill out applications immediately, we strongly urge you to read through this material now.** There are materials to prepare, deadlines to plan for, and people you might need to speak to long before you ever actually sit down to fill out an application.

# IMPORTANT DATES

## IN THE APPLICATION PROCESS

<b>August 1</b>	<ul style="list-style-type: none"> <li>• Common Application rolls over to the next year. <ul style="list-style-type: none"> <li>◦ Create an account if you have not already, and add colleges to your personal "My Colleges" list.</li> </ul> </li> <li>• See college specific information, deadlines, and supplements on the Common Application.</li> <li>• Work on your personal essay.</li> </ul>
<b>August</b>	Make sure you have completed the FERPA waiver and release in Common App and in Scoir. Ramaz <b>STRONGLY</b> advises you to waive your right to view documents that we send or that colleges receive. Teachers may not be willing to write recommendations for you if you do not waive.
<b>Early September</b>	<ul style="list-style-type: none"> <li>• If you have not yet had your family meeting, schedule it now.</li> <li>• Discuss with your college advisor which teachers to ask to write official recommendations to colleges.</li> <li>• The College Office strongly advises that you complete the CUNY application in September or October.</li> </ul>
<b>October 3</b>	Early College List form is due to the College Office.
<b>October 3</b>	Parents of Early Decision/Action candidates should begin working on financial aid forms if applicable.
<b>November 1</b>	Most Early Decision and Early Action applications are due.
<b>November 8</b>	Regular Decision College List form is due to the College Office.
<b>November</b>	Work on Regular Decision applications, even if you applied Early Decision!
<b>Early December</b>	All families applying for financial aid should continue working on the FAFSA and other aid forms, such as the CSS Profile.
<b>Mid-December</b>	Early Decision notifications come back.
<b>January 1</b>	Most Regular Decision and Early Decision II applications are due.
<b>May 1</b>	Common Reply Date; you must enroll by this date to secure your spot at your college.

# SOME HELPFUL HINTS

## BEFORE YOU GET STARTED

### 1. **Read and follow instructions!**

Carefully consult the website of every college to which you intend to apply. These websites contain instructions about general application requirements, required standardized tests, requirements for special programs and/or merit scholarships, supplemental essays, portfolio submission, auditions, financial aid deadlines and procedures, deferring for a year, etc. Any of these details is subject to change each year.

2. Many colleges allow you to use the Common Application or the Coalition Application, and they don't give preference to either. These applications are similar, but they have some notable differences. Most students prefer to use the Common Application, but you should use the application you feel most comfortable with.
3. You should register on the Common Application, if necessary, over the summer.
4. A complete college application consists of a variety of documents, sent from different sources. Please see the table on [page 19](#) for a brief description of the documents and who is responsible for submitting them to the offices of admission.
5. Most colleges will consider documents **submitted** by their application deadlines. However, some colleges, such as the University of Michigan, University of Maryland, Yeshiva University, and Macaulay Honors College of CUNY, require that credentials be **received** in their offices by their deadlines. Standardized test scores may take three weeks to arrive at a college – request them well in advance!
6. The Ramaz College Office uses Scoir, an online system that allows us to send documents electronically and is, therefore, much more efficient and much quicker than mail.
7. After you apply, most colleges will give you access to a portal to track your application status. You should keep that login information and check your account regularly. It can take colleges up to two weeks to reflect the submission of new material in the portal, so please do not contact schools immediately after submission to confirm receipt. Do not opt out of emails from colleges you apply to, and please make sure their messages do not go to spam. Colleges may notify you by email of missing documents and will eventually email a reminder to check your portal for your admission decision.
8. If the program permits, print and save copies of everything you send to a college, and save any digital receipts / confirmations you receive.
9. Open every email you receive from a college where you have applied. Besides the danger of missing critical information, failure to open emails signals a lack of interest, which could affect your admission.

# DECIDING WHEN TO APPLY

Colleges use various deadlines and terminology, and it is important to understand the different application plans and terms used so that you meet all requirements.

## **Early Decision (ED)**

“Early Decision” is a binding commitment to enroll at a particular college if you are offered admission. You apply early and receive an early response. If admitted under an ED plan, you must withdraw all other applications. If you are applying ED and are applying for financial aid, it is important that you use the school’s online aid calculator and contact the financial aid office with questions prior to applying.

Many colleges now offer ED 1 and ED 2. Typically, ED 1 applications are due November 1, and students are notified in mid-December. ED 2 applications are typically due January 1, and students are notified in February. Students not admitted ED 1 can apply to another college ED 2.

## **Restrictive Early Action (REA)**

Several colleges offer “Restrictive Early Action,” which means that a student may not apply early decision, REA, or EA to other private institutions; the student will get an early result, but the college may not consider this decision as binding on the student.

## **Unrestricted Early Action Plans (EA)**

Other colleges, including many state schools, have “Early Action” plans that do not use the term “restricted.” These function like priority deadlines or rolling deadlines, and the college will allow a student to apply to other colleges without restriction. Many EA schools wait until after January 1 to notify students of their decisions.

## **Priority Deadlines**

Priority deadlines typically are November 1 and give students priority in the review process and therefore the best chance for admission. Many state schools (such as Binghamton, Maryland, and Michigan) use the term Early Action to refer to their priority deadline. **We strongly urge any student applying to Binghamton, Maryland, Michigan, or other state schools to meet the early or priority deadline because late applicants may not be admitted, even with sufficiently strong academic records.**

While we respect the colleges' early application policies, **Ramaz expects students who are admitted ED or REA to a *private* college to accept that early offer**—these students must immediately accept the offer of admission and withdraw in writing from other open applications. Since there are numerous early plans, please consult with your college advisor before committing to any early application. Ramaz will not submit supporting credentials to other regular decision colleges for students admitted ED or REA. Please see our companion document, Ethical Issues in the Application Process ([page 21](#)), for further information about early decision and early action.

### **Regular Decision**

"Regular Decision" uses a set deadline, often January 1 or January 15, and students learn their results in March or April.

### **Rolling Admission**

"Rolling Admission" schools (such as Pittsburgh) send decisions on a rolling basis, usually within six weeks of the college receiving a completed application. In some cases, schools become more competitive the later you apply, so it is advisable to apply early.

**Applicants to the City University of New York (CUNY)** are encouraged to apply early. Furthermore, the student portion of the application **must** be submitted online before the College Office can send the transcript, so a delay in applying online will mean even more of a delay before the application can be reviewed. **See Section V** for more information about CUNY applications.

**It's never too early to start!** We've seen too many people ruin their Thanksgiving and/or winter vacations because they left applications for the last minute. Start collecting all the information that you need now (essay ideas, family history, a list of extracurricular activities, etc.) and keep it organized. Start thinking about the supplemental essays that individual colleges require. Remember that fall and winter will be filled with *chagim*, midterms, papers, and exams, as well as applications. You should begin working on your essays over the summer and complete your personal statement before the start of classes.

# APPLICATION MATERIALS

## I. COLLEGE LIST FORMS

The Ramaz College Office requires students to submit a list of the schools to which they intend to apply, signed by a parent. College List forms are available online and in the College Office. As the advisors will be submitting forms through Scoir, **the college list is essential for the advisors to accurately keep track of students' applications and to process college materials on time.**

Students planning to meet any November deadline, whether it is early decision, early action, priority, or rolling, must submit the Early College List form by Monday, October 3, 2022. All applicants must submit the Regular College List form for all their schools (including the early schools) by Tuesday, November 8, 2022. While these lists may be revised if necessary, it may be difficult to ensure timely processing if colleges are added after these deadlines.

The Early College List form must be submitted to the College Office by **Monday, October 3, 2022.**

The Regular College List form must be submitted to the College Office by **Tuesday, November 8, 2022.**

**You and a parent must sign both!**

## II. COMPLETING YOUR PERSONAL PART OF THE APPLICATION

A group of colleges and universities created an organization called the Coalition for Access, Affordability, and Success. They also created a new college application called the Coalition Application. Like the Common Application, the Coalition Application streamlines the college application process by allowing students to use their application form to apply to multiple schools. The Coalition serves many schools where Ramaz students often apply.

Some schools, like Rutgers, accept either the Coalition Application or their own state application, while others, like Brown University, only accept the Common Application. Many schools accept both applications, but there are more schools that only accept the Common Application.

There are some small differences between these two applications in the activity section and essay word length, and you should use the application you are most comfortable with, provided all your schools accept it. You should ideally use only one of these two applications.

- Make sure that you proofread very carefully before submitting your application.
- Read all the instructions carefully. If you are asked to restrict yourself to a particular space or particular number of words, do so.
  - The Common Application has firm limits: The personal statement must be at least 250 words and no more than 650. You may upload from your computer or from a Google Drive account. You will have 150 characters (including spaces) to describe each of your extracurricular activities.
  - The Coalition Application strongly recommends that the personal essay be no longer than 550 words. It does not specifically limit the number of characters a student may use to describe an extracurricular activity. Instead, it asks for a “brief one sentence” description.

- The personal essay is probably the most important, and certainly the most time-consuming, section of this part of the application. Start early!
- Keep a list handy of the standard information that almost every school requires. Take time to find the most honest, yet impressive way of listing your extracurricular activities and work, volunteer, and travel experiences.
- If you are asked to list your senior courses, remember to list all of them, including Judaic and General Studies. On the Common Application, this is in the “Education” section. Describe your Honors courses as “Full Year.” Request a student copy of your transcript from your college advisor or the registrar to check your record.
- Some Common Application colleges require you to self-report your courses and grades from all years of high school. If this is the case, click the “Courses & Grades” box in the top left of your application menu and complete the first section. When you click “9th Grade” and then “Add 9th grade courses and grades” to report your grades, a tutorial will pop up giving further instructions. You must list all courses and grades, including Judaic Studies and minors.

### III. EARLY DECISION AGREEMENT

If you choose to apply Early Decision to a school, you must indicate that you agree to be bound by the ED guidelines (that you will enroll there if admitted and withdraw other applications).

- On the Common Application, this ED Agreement requires multiple steps:
  - In the “My Colleges” tab, open the “Questions” section for your ED school. In the “General” section, for “Preferred admission plan” select “Early Decision.” Also check “Yes” in the box to say you understand the Early Decision Process and type your name in the “ED Signature” box.
  - In the “Recommenders and FERPA” section, complete the FERPA Release Authorization (see **Section X** below for more information). Next, scroll down to “Parent,” and “invite” one of your parents to be a recommender, and click the red “Assign” button to send instructions to your parent by email. Remind your parent to electronically sign using the link provided by email. **Your Early Decision application will be incomplete without this!**
  - Your college advisor will sign the ED Agreement electronically in Scoir. **In addition to signing the ED Agreement in the Common Application, you and a parent will also need to sign the ED agreement in Scoir.**

- On the Coalition Application, the ED Agreement is a downloadable form. Colleges include it at different stages of their application, so keep filling in information until you reach the form, or download it [here](#).
  - You must sign it yourself, obtain a parent signature, and then obtain your college advisor's signature.
  - Next, scan the form or take a picture with your smartphone and upload the document as instructed.
- **All ED families must also sign the ED agreement in Scoir.**

## IV. SENDING YOUR STANDARDIZED TEST RESULTS

For the Class of 2023, we expect many schools to be test optional, which means Ramaz students will get to decide whether or not to submit standardized testing (SAT or ACT) as part of their application. This decision will be made for each test optional school a student applies to; students can opt to submit testing to some schools and not to others.

For students that do well (meaning in the 25th percentile or better for a particular school), submitting testing can enhance their chances of admission. For students that fall below the 50th percentile, submitting testing will be detrimental. All students should consult their advisors before submitting scores, particularly if the scores fall in the gray area between the 25th and 50th percentiles.

Although not all students will be submitting testing, we do encourage students to attempt the SAT or ACT. Strong scores can help a student's chances of admission, and Ramaz students often do quite well on standardized tests. There are, of course, exceptions to this recommendation, and we encourage you to talk with your advisor about whether or not you should study for and take the SAT or ACT.

**It is the individual student's responsibility to have his or her SAT, or ACT test results officially sent to colleges.** Students must request that the College Board (SAT) or the American College Testing Program (ACT) send score reports to the colleges involved.

As part of your online registration for the ACT or SAT, you can request that your test scores be sent to the colleges you list. The College Office DOES NOT recommend you do this at any stage of testing. Colleges will receive these scores at the same time you do, so you won't be able to view them beforehand. Colleges cannot unsee bad scores. Sending scores automatically eliminates opportunities to apply test-optional. For a fee, you can order score reports from the website. Consult your college advisor about optimal timing.

Allow three weeks for colleges to receive your scores after you request them online. Familiarize yourself with colleges' policies (see [Helpful Hints #5](#) above).

It is imperative to save all score reports, correspondence, and acknowledgements of sent scores that you receive from SAT or ACT.

Many colleges permit students to self-report test scores either by entering scores in the appropriate section on the application or on the college portal, or by uploading or emailing a PDF of the score report. Check and follow the instructions for each school to which you are applying. Schools typically require enrolling students to submit an official score report over the summer, so please make sure these scores are accurate!

Again, **Ramaz will not forward standardized test results to colleges. Only the student is authorized to release these scores.**

## V. SCHOOL REPORT / COUNSELOR RECOMMENDATION FORM

Your college advisor will submit your School Report and transcript to colleges, meeting the appropriate deadline for each of your schools. Advisors will know your application deadlines by the Early College List and the Regular College List you will submit by October 3 / November 8 (see page 8).

College advisors will submit School Reports for state school applications by the early (priority) deadlines, even for those students applying Early Decision elsewhere, so as not to jeopardize chances for admission.

Materials for Early Action applications will also be sent by the deadlines. **Be sure to tell your advisor of any decisions you receive.** Students admitted under binding Early Decision plans must immediately withdraw all other applications by emailing each college.

- **Non-Common Application Schools**

As long as you have included the colleges on your Early or Regular College Lists, your advisor will submit your transcript along with a School Report on your behalf **WITH THE EXCEPTION OF CITY UNIVERSITY (CUNY)**. See below for information on applying to CUNY.

### APPLYING TO CUNY

**Students must use the CUNY application to apply to any CUNY college.**

Students request counselor and teacher recommendations within the CUNY application. Your advisor will email your transcript and recommendation to CUNY after receiving that request.

**We strongly encourage you to submit the CUNY application early – in September or October.**

On the CUNY application website, you will also be able to select their Macaulay Honors College application. This completed application, including transcript and recommendations, is due November 16 by 5:00 pm. Allow your college advisor and teachers time to submit their supporting credentials – **do not wait until the deadline** to submit your Macaulay application.

## VI. TEACHER RECOMMENDATION FORMS

- **In-house teacher reports are not forwarded to colleges by the College Office.** In the fall, you must formally ask the same or different teachers to write directly to the colleges for you. If you haven't already done so, consult with your college advisor about whom to ask for teacher recommendations. Check your applications for instructions regarding the number of teacher recommendations required and whether the recommendations must be written by a teacher of a particular discipline (humanities, sciences, math, etc.). So long as such requirements are fulfilled, you should ask the same teacher(s) to write to all colleges to which you apply.
- **Use College Office deadlines as a guide.** For Early Decision/Action colleges, we suggest requesting teacher recommendations by October 3. We suggest requesting Regular Decision teacher letters some time in October. **Do not delay requesting regular decision recommendations beyond November 1.**
- **Teacher recommendations** will be submitted online via Scoir. Once your teacher(s) have agreed to write to college for you, **it is imperative that you inform your advisor which teacher(s) will write for you** by using the appropriate form. **Submit this form to your advisor by October 3 (early) or November 2 (regular).**
- We advise asking your teacher in person to write for you, but we also advise following up with an email so the teacher can keep track of requests. "Dear Ms. \_\_\_\_\_, Thank you for agreeing to write my college recommendation. I am applying Early Decision to \_\_\_\_\_."
- **Very important:** Thank the teachers who write for you, preferably in writing, and **remember to inform them of your college decisions.**

## VII. SENIOR GRADES REPORT / MIDYEAR GRADES

Yes, your senior grades do count! Particularly this year, due to the coronavirus-related education disruptions nationwide, some ED schools require your first quarter grades, so it is important to begin the year focused on senior classes.

Ramaz will **automatically** send midyear or seventh term grades to **all** colleges to which you are applying. Colleges may request your midyear grades in January - you may disregard these requests, as the College Office will send your updated transcript after January finals.

## VIII. FINANCIAL AID FORMS

**Do not wait until after you have been accepted to apply for financial aid!** Failure to meet deadlines for financial aid applications will result in no aid for the applicant.

**Check each college's website for financial aid details and deadline.** It is a good idea to try each college's online Net Price Calculator before beginning the financial aid process. This will give you an estimate of the college's cost for your family. Scoir also provides parents with a cost estimator tool.

Students applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA), which is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). **The FAFSA will be available October 1.** Aid applicants may also have to complete the College Scholarship Service's (CSS) Profile Form (application available online at <http://student.collegeboard.org/css-financial-aid-profile>) in addition to the FAFSA and whatever other forms the individual colleges may request.

Be aware that some colleges require applicants to fill out financial aid forms early in order to be considered for merit awards, as well as need-based aid. Some colleges require the application to be submitted earlier than the regular deadline, often by December 1, in order to be considered for merit scholarships.

Some schools have their own financial aid form that is part of the application. If you intend to apply for financial aid, you should complete this form and submit it with your application.

Please note: **Early Decision applicants must also file early for financial aid.** We recommend sending in both the application for admission and the FAFSA/CSS Profile at the same time. **Check each college admissions office for deadlines and details.**

# IX. SUBMITTING APPLICATIONS AND OTHER MATERIALS

**Unfortunately, there are horror stories about college applications that were sent but never received. Therefore, we strongly advise you to take these precautions:**

1. Follow the online instructions!
2. Be aware that you must submit all components of the application form. Some Common App schools include their supplemental questions in the "Questions" section under the "My Colleges" tab. Other schools have a separate "Writing Supplement" section. If the college you're applying to has both these sections, BOTH must be submitted in order for your application to be complete. Additionally, some colleges require you to self-report your high school grades in order to complete your application.
3. Keep track of passwords for portal access to view your application status.
4. The student must submit required standardized test scores to colleges via the College Board or ACT website, or self-report according to colleges' instructions.
5. The College Office submits transcripts and recommendations online through Scoir.
6. If something appears to be missing, or even if you receive a notice from the college stating that something is missing, investigate further, inform your advisor, but do not panic. Colleges may take weeks to update their records. By submitting your supporting credentials online, the College Office can confirm receipt of these documents and can put your mind at ease.

## X. FERPA

The Family Educational Rights and Privacy Act (FERPA) is legislation that guarantees a student the right to view any document in his or her application dossier. The Common Application & the Coalition Application ask an applicant to waive his or her right to view recommendations.

You will sign two FERPA documents, one in Scoir and one in the Common Application:

- You **MUST** sign the FERPA Release to allow Ramaz to send any credentials to colleges on your behalf.
- We strongly suggest that you “grant” the FERPA Waiver because we feel it is important for colleges to know that recommendations were completed with the knowledge that they would not be read by the applicant. Students who object to signing such a waiver should speak to their college advisor.

## INTERVIEWS

For many colleges, interviews are an optional part of the application process. Some colleges do not offer interviews at all; others offer only informational rather than evaluative interviews. A few colleges still require interviews.

Students should not seek interviews unless conversation is a particular strong point. However, declining an invitation to interview can be viewed as lack of interest in the school. To learn more about the interview process at particular schools, consult the colleges’ websites and your college advisor. While a few colleges offer on-campus interviews, many selective colleges offer only local alumni interviews. **If a college admission or alumni representative contacts you and asks to interview you, agree, and do all of the following:**

1. When the individual calls or emails, make a note of his or her full name and get his or her telephone number and email address just in case you need to reach him or her.
2. Most alumni interviews will take place in public places or on Zoom. The interviewer’s office, an alumni club, and even a Starbucks are appropriate places for interviews to take place. Under no circumstances should you agree to meet any stranger at his or her apartment. Should an interviewer suggest that you come to his or her home, please let your advisor know immediately.
3. After the interview, write a brief thank-you note to your interviewer (by email is fine).
4. Your advisor is available for a mock interview. Please reach out to your advisor to schedule one as soon as you know your interview date.

# SUMMARY OF IMPORTANT ITEMS

- Plan ahead, start early.
- Read and follow the colleges' instructions.
- Utilize your college advisor for help with all aspects of the application, including review of essay drafts and a final check of the completed application.
- Talk with your advisor about whether to submit testing.
- Be sure to meet the internal deadlines set by the Ramaz College Office.
- Create a Common Application and/or Coalition Application account over the summer.
- Meet early action (priority) application deadlines for state schools.
- Discuss this plan with your advisor .
- Proofread everything very carefully before you submit.
- Make sure to have your test scores sent to your colleges by the appropriate testing agency (SAT or ACT), or self-report as permitted.
- Ask your teachers for recommendations by our internal deadlines.
- Check all of the email accounts you use for college applications **daily**, including the spam folders. Open and read messages from colleges.

If you have any questions about the information contained herein, please do not hesitate to approach a friendly college advisor . We are here to help you!

A complete college application consists of a variety of documents, sent from different sources. Please see the table below for a brief description of the documents and who is responsible for submitting them to offices of admission.

Item name	Description	Source
<b>Application</b>	<ul style="list-style-type: none"> <li>• In many cases this is the Common or Coalition Application alone or the Common/Coalition Application plus the college's individual Supplement.</li> <li>• Schools that do not subscribe to the Common or Coalition Applications have their own individual versions of an application.</li> <li>• The application includes essays and extracurricular activities.</li> </ul>	<ul style="list-style-type: none"> <li>• The <b>student</b> submits each application online to the college's office of admission.</li> </ul>
<b>Standardized Test Scores</b>	<ul style="list-style-type: none"> <li>• Official SAT or ACT scores</li> <li>• Please see <b><u>Section IV</u></b> above for more details.</li> </ul>	<ul style="list-style-type: none"> <li>• The <b>student</b> arranges for his or her official test scores to be sent directly from the testing agency website or self-reports per application instructions. Writing scores on an application is not always sufficient.</li> </ul>
<b>Transcript</b>	<ul style="list-style-type: none"> <li>• The student's official transcript of high school courses and grades.</li> </ul>	<ul style="list-style-type: none"> <li>• The <b>College Office</b> submits the transcript either online using Scoir or by email.</li> </ul>

**CONTINUED**

Item name	Description	Source
<b>School Report Form / Counselor Recommendation</b>	<ul style="list-style-type: none"> <li>• Most colleges require a School Report (SR) form as a cover sheet for the written recommendation.</li> <li>• Additionally, most colleges require an official school recommendation letter.</li> <li>• This also includes a document called the School Profile, which describes Ramaz.</li> </ul>	<ul style="list-style-type: none"> <li>• The <b>College Office</b> submits the School Profile, SR, and written recommendation online using Scoir or by email.</li> </ul>
<b>Teacher Evaluation Form / Teacher Recommendation</b>	<ul style="list-style-type: none"> <li>• Many colleges require one or two Teacher Evaluations.</li> <li>• This evaluation contains an online cover form and a written recommendation.</li> </ul>	<ul style="list-style-type: none"> <li>• The <b>student</b> must ask the teacher(s) in person to write a recommendation directly to the college(s).</li> <li>• The <b>teacher(s)</b> upload(s) the recommendation to Scoir, and the <b>College Office</b> submits it electronically.</li> <li>• Alternatively, a teacher might submit it by mail, or directly through the CUNY Application.</li> </ul>
<b>Supplemental Materials</b>	<ul style="list-style-type: none"> <li>• Students may wish to submit additional materials to display their accomplishments that are not addressed in the above documents.</li> <li>• These might include an artistic or musical portfolio, additional writing samples, a recommendation from another source (discuss with the college advisor if this is necessary or advisable), a transcript from a summer program, or other miscellany.</li> <li>• Please contact your advisor before submitting or requesting optional supplemental materials. Sometimes less is more!</li> </ul>	<ul style="list-style-type: none"> <li>• These credentials are optional, except when portfolios are required for application to specific programs.</li> <li>• The <b>student</b> submits these credentials directly to the offices of admission in the format each college requests.</li> <li>• Supplemental recommendations should be submitted by the <b>recommender</b>.</li> </ul>

# ETHICAL ISSUES IN THE APPLICATION PROCESS

There are some important ethical issues relating to applying to college. What follows is the official Ramaz College Office policy on some recurring ethical issues relating to applying to college.

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## Completing Applications

Honesty and forthrightness should be your bywords when writing your college applications. Your response to questions about extracurricular activities and achievements should be truthful and complete. Do not omit things out of a sense of modesty or because you feel that they may be insignificant. On the other hand, do not overstate the title of a leadership position you hold. If you are an "associate editor," do not write that you are "editor." If you are one of two or more "co-captains," do not write that you are "captain." Obviously, you may include only activities in which you have actually participated and positions of leadership that you have actually held.

## Early Action/Early Decision

Applying Early Action/Decision is not a decision to make lightly. Because of the nature of an early application, significant thought and planning must go into a decision to apply early.

Colleges offer a number of different early options. Students who apply Early Decision (ED) are committing to attend that college if accepted. Several colleges now offer Restrictive Early Action (REA), which means that a student may not apply early decision, early action, or REA to other private institutions; the student will get an early result, but the college may not consider this decision as binding on the student. Other colleges, including many state schools, have unrestricted Early Action plans (EA). These function like priority deadlines or rolling deadlines, and the college will allow a student to apply to other colleges without restriction.

While we respect the colleges' early application policies, **Ramaz expects students who are admitted ED or REA to a private college to accept that early offer.** Since there are numerous early plans, please consult with your college advisor before committing to any early application. Ramaz will not submit supporting credentials to other regular decision colleges for students admitted ED or REA at private colleges.

In December, when early decisions are released, should you be deferred or denied by the ED or Restrictive Early Action college, the College Office will forward application materials for regular decision schools immediately. It is imperative that students who are accepted ED withdraw all other applications immediately.

#### Early Results

Frequently, offers of admission will be released as early as December by schools that use rolling or priority admission practices. Students accepted under such a plan have no obligation to attend the school. However, should you be admitted to a school you prefer, you should withdraw applications immediately from the less preferred schools. There is no excuse for you to remain in the applicant pool at a school which you have no intention of attending. You are taking a place away from someone else, not necessarily a Ramaz student, but a student who might desperately want to attend that school.

**You must inform your advisor of any college acceptances, withdrawals, or enrollments immediately and update all decisions in your Scoir account.**

#### Making the Choice

May 1 is regarded as the "Candidates' Common Reply Date" (CRD). This means two things: First, colleges that subscribe to the CRD (almost all do) cannot insist that an accepted applicant respond to an offer of admission before that date. On the other hand, colleges will insist that you do respond by that date. While some colleges, on petition, might be willing to extend that deadline if there are special circumstances, most are firm in requiring a deposit to be in place or postmarked by May 1. The practice of putting down multiple deposits, and thereby reserving oneself a place at more than one

school, is obviously unethical and also dangerous. In doing so, one runs the risk of having an offer of admission rescinded should a college discover a double deposit. It is part of the understanding between high schools and colleges that multiple deposits are not tolerated.

### Deferring Admission for a Year

Most schools will allow admitted students to defer their admission for one year. It is necessary to write to the college to request a deferral, but this should be done only after you have been accepted to both a U.S. college and to a gap year program. Many colleges will not grant a deferral to a student admitted from the Wait List. You do not need to mention deferral plans prior to admission—in the application, in an interview, or elsewhere. If you are asked about deferral plans tell the College Office, as we are concerned about the propriety of this question.

At the same time, students should be aware that many colleges have deadlines after which requests for deferral will not be honored.

**Make certain you meet your school's deadline.**

### For Those Who Defer

The decision to attend a particular college may be made as early as November of the senior year. That year and the year in Israel that follows frequently involve significant personal change. You may find that you are no longer interested in attending the college you committed to as a senior. Should this be the case, you must follow procedures:

- First, withdraw from the college to which you have committed.
- Only then are you free to apply to other colleges.

Ramaz will not process any materials for you until you have withdrawn in writing from the college that you accepted as a senior, and we have received verification from the college or have been cc'd on a withdrawal email.

If you have questions about the issues discussed above, please feel free to talk to any of the college advisors.

# RAMAZ

ישיבת רמז

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