

Thank you for considering Stanford University as one of your college options. We hope this guide will be helpful as you begin your application to Stanford. We wish you the best and look forward to learning more about you.

## **APPLICATION INSTRUCTIONS**

# STANFORD

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. This guide outlines the components used in our review process.

Please read these instructions carefully as they contain important information regarding deadlines, completing application forms, and financial aid.

## APPLICATION TYPES

Stanford offers Restrictive Early Action and Regular Decision options for freshmen applicants and a single application option for transfer candidates. 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 detailed information regarding the Restrictive Early Action, Regular Decision, and Transfer processes, please visit <http://admission.stanford.edu/plan>.

Regardless of application type, all materials must be submitted by the appropriate deadlines below. All deadlines are postmark/electronic submission deadlines. Your counselor, teachers, or instructors can complete the documents online through the Common Application website. If they are unable to do so, please download the appropriate forms from the Common Application website and use the corresponding Stanford mailing labels from <http://admission.stanford.edu/applying/forms>.

**Please be sure your Common Application ID number appears on any form you download from the Common Application website. Failure to include your Common Application ID number on any form you submit to Stanford will delay the processing of your application.**

## APPLICATION DATES & DEADLINES

TYPE OF APPLICATION	APPLICATION DEADLINE	STUDENT NOTIFIED OF DECISION	REPLY TO STANFORD
Restrictive Early Action	November 1*	December 15	May 1
Regular Decision	January 1*	April 1	May 1
Transfer	March 15*	May 15	June 1

\* Earlier deadlines apply if submitting an Arts Supplement - See Page 3.

## APPLICATION COMPONENTS

### COMMON APPLICATION & FEE (OR FEE WAIVER)

The Common Application serves as Stanford's exclusive application. Applicants must submit both the Common Application and the Stanford Supplement online at <http://commonapp.org>, along with the non-refundable \$90 application fee (or fee waiver) by the appropriate application deadline. We will not accept any paper copies of the Common Application (unless approved in advance by the Director of Admission).

Fee waivers are available for applicants who apply for Financial Aid *and meet the guidelines published by the College Board*. If you meet these guidelines, please select the fee waiver option on the application when you are prompted for a payment type.

### STANFORD SUPPLEMENT TO THE COMMON APPLICATION

You must complete the Stanford Supplement to the Common Application, in addition to the Common Application, and submit both forms together to apply for admission.

### STANDARDIZED TESTING

#### SAT Reasoning Test or ACT

Stanford requires either the SAT Reasoning Test with Writing or the ACT with Writing to be considered for admission. **Please note:** Applicants are required to report all SAT and ACT test scores. Your official test results must reach Stanford no later than November 1 for Restrictive Early Action, January 1 for Regular Decision, or March 15 for Transfer. We cannot accept photocopies or student-reported scores as official.

#### SAT Subject Test Scores

SAT Subject Tests are strongly recommended but not required for admission. We recommend taking at least two SAT Subject Tests, as such information will assist us in our evaluation process. Applicants, however, who choose not to take SAT Subject Tests will not be at a disadvantage in the admission process.

### SCHOOL REPORTS

**Freshman:** Request the Secondary School Report be submitted by your current school counselor by the appropriate deadline. Also required are the Mid-Year School Report (due after first semester or trimester of your senior year) and the Final Report (due at the end of your senior year, if you are admitted and decide to enroll). Please be sure that your Common Application ID number appears on any forms you download from the Common Application website.

**Transfer:** Request the Secondary School Report be submitted by the counselor or other secondary school official (from the high school from which you graduated) by March 15. Give the College Official's Report to an official at your current institution to complete by March 15. If you graduated from high school five or more years ago and a recommendation is no longer available, you must have the appropriate high school official complete and return the form with your final high school transcript. Please be sure that your Common Application

ID number appears on any form you download from the Common Application website.

**International applicants:** Give the International Supplement to the Secondary School Report to your current school counselor to submit by the appropriate deadline.

## OFFICIAL TRANSCRIPTS

**Freshman:** You must submit an official copy of your high school transcript by the appropriate deadline. If you have attended more than one high school, you must submit a transcript from each school only if the grades from the earlier school(s) do not appear on your current school transcript. 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 copies of your high school transcript(s) and of all college/university transcripts. If you attended more than one college/university, you must submit a transcript from each school. We will not accept grade reports in lieu of transcripts. We will review your application and make a decision concerning your candidacy in May, before your final spring term grades are available. If you are attending a college on a quarter or trimester system, we must have the transcripts for your fall and winter terms in order to make a decision.

## TEACHER OR INSTRUCTOR EVALUATIONS

**Freshman:** Request a Teacher Evaluation from two teachers in time to be submitted by the appropriate deadline. Stanford requests that you submit two, *and no more than two*, teacher evaluations from teachers who have taught you in grades 11 and/or 12 in two different subject areas from among the following: English, mathematics, science, foreign language, and history/ social studies. A recommendation from a teacher who taught you in 10th grade in an advanced level course (eg. AP, IB, etc.) is also acceptable. Please be sure that your Common Application ID number appears on any form you download from the Common Application website.

**Transfer:** Request an Instructor Evaluation from two, and no more than two, college instructors who know you well, to be submitted 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 in place of one instructor reference. We will not accept high school teacher recommendations in lieu of a college instructor recommendation. Please be sure that your Common Application ID number appears on any form you download from the Common Application website.

## OPTIONAL EVALUATION

You may submit (a maximum of) one Optional Evaluation 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 place your full name (as listed on your application), your birth date, and your current school at the top of the letter. This is entirely optional and you are not expected to submit this additional evaluation.

## OPTIONAL ARTS SUPPLEMENT

Applicants with extraordinary talent in the fine or performing arts – art, dance, drama, and music only – who intend to participate and/ or study in one of the arts, even if not majoring in the arts, may submit supplementary materials for review by our faculty using the Common Application Arts Supplement. Applicants are expected to have previously received significant recognition for their talent, often at the state, national or international level.

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 below:**

- Common Application
- Stanford Supplement to the Common Application
- Common Application Arts Supplement
- Arts Instructor Letter of Recommendation
- Arts Submission. *Providing a website link is not sufficient; a hard copy (CD, DVD, etc.) or live audition is required.*
- Arts Resume

Test scores, transcripts, Secondary School Reports and Teacher Evaluations may still be submitted by the usual deadlines. Please be sure that your Common Application ID number appears on any form you download from the Common Application website.

## APPLICATION DEADLINES WHEN SUBMITTING AN ARTS SUPPLEMENT

- Restrictive Early Action — October 15
- Regular Decision — December 1
- Transfer — March 15

## SUBMISSION INSTRUCTIONS AND INFORMATION

- Send your Common Application Arts Supplement, Arts Instructor Letter of Recommendation, CD/DVD/slides/prints/photos, and Arts Resume in the same envelope.
- Use mailing labels from <http://admission.stanford.edu/applying/forms>.
- Print your full name and Common Application ID number on all materials submitted.
- Materials will not be returned; do not send originals.
- The Drama and Music departments offer live auditions. Instructions for scheduling a live audition can be found at <http://admission.stanford.edu/applying/forms>.
- Additionally, be sure to indicate "Live Audition" on the Common Application Arts Supplement.

For detailed information regarding the Arts Supplement, visit <http://admission.stanford.edu/applying/forms>.

Please note: An arts submission neither guarantees nor commits a student to participation in the arts at Stanford if admitted, nor does non-submission preclude such participation. Please do not send us any other materials beyond what is requested.

## OTHER IMPORTANT INFORMATION

- You are responsible for verifying that all required forms and documents have been received by the appropriate deadlines. We will provide you with instructions on how to check the status of your application materials once we have received (online) your Common Application and Stanford Supplement. We cannot guarantee that you will be notified regarding missing documents.
- You are responsible for checking the status of your application on the Common Application website (under “My Colleges”) to ensure that both your Common Application and the Stanford Supplement have **both** been submitted to Stanford.
- Correspondence from our office (including notification of your admission decision) will be sent to you via email. It is your responsibility to provide us with a valid email address, notify us of any changes to your email address, check your email regularly, and ensure 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 sender list.

## 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, as they will not be considered.

## APPLYING FOR FINANCIAL AID

Stanford adheres to a need-blind admission policy (except in the case of non-U.S. citizens and non-U.S. Permanent Residents); 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, visit <http://financialaid.stanford.edu>.

## REMINDERS

- Print and use the Stanford mailing labels for all application materials. Labels are accessible via a link in the online Stanford Supplement and on the Stanford website. Failure to use these labels will delay the processing of your application.
- Use your official name on all application documents and ensure that you use the same name on all materials sent.
- Print and save copies of all forms (even those you submit online).
- Do not send additional materials (e.g. non-arts resumes, etc.) as they will not be evaluated.
- Notify us immediately of changes to your home, mailing, and/or email address. Please make sure that the email address you provide is typed correctly and is one that you check frequently.
- Add admission@stanford.edu to your email address book or safe sender list.
- Check (using the online process provided after you apply) that all forms and documents have been received by Stanford by the applicable deadlines.
- Applications should be submitted well in advance of the deadlines and we will not extend deadlines for students who experience 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](http://admission.stanford.edu/nacac)

Non-Discrimination Policy: Stanford University admits students of either sex and any race, color, religion, sexual orientation, or national and ethnic origin 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, it prohibits discrimination, including harassment, against students on the basis of sex, race, age, color, disability, religion, sexual orientation, gender identity, national and ethnic origin, and any other characteristic protected by applicable law in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other University-administered programs. The following person has been designated to handle inquiries regarding this 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](mailto: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.

If you have further questions, please contact us at:



STANFORD  
UNIVERSITY

OFFICE OF UNDERGRADUATE ADMISSION

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