

ASP Common Application Tip Sheet: 2018-2019

Categories of **some** of the information you will be required to provide are found below along with corresponding tips. ALL REQUIRED FIELDS ARE DESIGNATED WITH A RED ASTERISK/STAR.

Important: You must complete the Education portion of the Common Application specifically regarding information about ASP before you can invite your recommenders. This section is labeled 'Current or Most Recent School.' **PLEASE NOTE THAT IN ADDITION TO INVITING YOUR COLLEGE COUNSELOR AND TEACHER/OTHER RECOMMENDERS, YOU MUST ALSO ASSIGN TEACHERS AND OTHER RECOMMENDERS TO EACH COLLEGE IN ORDER FOR THE EMAIL INVITATION TO REACH THE RECIPIENT.**

Helpful Tutorials are available for each section of the Common App.

PROFILE:

Contacts:

- Email address: choose an email address you consult regularly.
- Phone Number: select France from the drop-down menu for correct format.
- Mailing Address: where you regularly receive mail.

FAMILY:

Household:

- Parent Marital Status, parent(s) with whom you reside, address and contact information also required of non-custodial parent

Parent and/or Guardian:

- Education (names of colleges attended, dates of attendance, degree(s) earned). Use the search function to find the institution. Note that a "does not appear" option is also available.

EDUCATION:

School:

- Graduation Date: 16 June 2019
- Current School: Use search function to locate American School of Paris
 - ASP is an **INDEPENDENT** school
 - ASP CEEB/ACT code is 731270
- Counselors:
 - Title: College Counselor
 - Contact information:
 - Jill Lauck: jlauck@asparis.fr, Telephone: 33 (1) 41 12 82 87
 - Mary Jean Lowe: mjlowe@asparis.fr, Telephone: 33 (1) 41 12 86 57
 - Fax Number: 33 (1) 46 02 23 90

History:

- Previous Schools (use only schools you have attended in **grades 9 - 12**. Do not list schools attended prior to grade 9.): Names and Dates of attendance Required.
 - CEEB/ACT codes: use the search function
- College/University Level Courses (online/campus-based)
 - For credit only. Does not include AP/IB. Must provide dates.

Academic Information:

- Graduating Class Size: 84
- **GPA: ASP does not calculate a cumulative GPA. Leave blank.**
- **Class Rank: ASP does not calculate a class rank. Leave blank.**
- ASP does weight grades.
- ASP uses a **5.0 grading scale**.
- Educational Honors:
 - Levels:
 - School (Academic Department Awards)
 - National (Cum Laude, NHS, Smith Book Award, etc)
 - International (EU Math Competition, International Olympiads, etc)
 - Consult your counselor with questions.
- List current academic courses (use transcript provided by college counselor):
 - Semester Courses = 0.5 credit; Year-Long Courses = 1 credit
 - Course Titles: Use course titles from your schedule and transcript. Omit course numbers (ex. 402, 501, etc)
 - Honors courses: Algebra II and Geometry only
- Answer **NO** to the question regarding required examinations for International Students. ASP is regarded as a U.S. high school.
- **Self-Reporting of Academic Record**: the Common App has added a feature allowing students to self-report their academic record (grades earned, classes taken, etc). Only a small handful of universities (including the George Washington University, Chapman, Ohio State, Purdue, West Virginia University and University of Southern California) **require** students to self-report their academic record. It is our recommendation that unless one of the colleges on your list requires it, you should NOT fill out the self-reporting academic section. If you are required, we will send a transcript of your academic work from your 9th - 12th grade years, including transcripts from any other schools you have attended prior to ASP. You **SHOULD** fill out the senior year courses, as required in the Academic Information section, but do not fill out the self-reported section unless you need to do so for a particular institution. Transcripts will be provided as needed in these cases.

TESTING:

College Entrance:

- ACT and SAT

- Note: Common App allows you to “superscore,” that is, to list your highest/best test scores. (FYI: many universities will not superscore the ACT.)
- If applying to TEST OPTIONAL schools, do not self-report your scores if you prefer they not be received.
- **IMPORTANT NOTE:** These self-reported scores **are not considered official**. You must request that score reports be sent directly from the College Board, ACT, TOEFL, IELTS directly to the universities. You will have to pay to send scores to colleges and universities.

ACTIVITIES:

Principal Activities/Work: Organize in order of most time spent/descending importance.

- Positions/Leadership Held: Describe accurately using 50 characters.
- Brief Description: 150 characters (avoid jargon and abbreviations - don't assume ASP and its organizations are well known!).
- **10 ACTIVITIES MAXIMUM: Prepare a resume if needed and upload under Additional Information or on individual College pages if requested.**

EXPLANATIONS:

Required Responses:

- Explanations regarding school discipline infractions, criminal history, education disruption. Please see counselor.

ADDITIONAL INFORMATION:

Optional Responses:

- Relevant circumstances or qualifications **not reflected elsewhere** in the application. Please see counselor.

FERPA RELEASE AUTHORIZATION: **WAIVE** right to information and recommendations.

INDIVIDUAL COLLEGE PAGES (SUPPLEMENTS): Specific to each institution - Questions and Supplements:

General:

- Entry Term (Fall Term), degree status/seeking (Bachelors), housing preference, test-optional preference, scholarship and financial aid preference

Contacts:

- Interactions with the institution, including campus visits, off-campus interviews, etc.

Family:

- Family members who have attended or been employed by the institution

Residence:

- Required by some public institutions to determine in-state tuition status

Writing Supplement:

- Each college may ask its own unique additional essay questions

REVIEW AND SUBMIT: DO NOT NEGLECT TO ADVANCE TO THE FINAL SUBMIT PAGE.
In general, you will first submit your Common Application to a particular college, then pay the application fee, then submit the college-specific supplement.