

FIRST-YEAR APPLICATION CHECKLIST

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- 1. Application Form**
- Part 1** **Part 1** of the Application should be mailed as soon as you have decided to apply to Macalester. Upon receipt of this form, we will establish a file for you and the rest of your application credentials.
- Part 2** **Part 2** must be completed and postmarked by the appropriate deadline. Be certain to make a copy for your records.
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- 2. Application Fee** Enclose the U.S. \$40 non-refundable application fee (or a fee-waiver request) with your application. Checks or international money orders should be made payable to Macalester College. The application fee may also be paid online at: www.macalester.edu/admissions/applying/applications. In cases of financial hardship, this fee may be waived. Requests for fee waivers **must be signed by your school counselor or headmaster** and should explain why a fee waiver would be appropriate.
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- 3. Essays** Submit your essays with the application form; print your name on each page.
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- 4. Athletic and Arts Supplements** Complete and return the Athletic Participation Supplement and/or the Visual/Performing Arts Supplement if these areas are important to you. Return the athletic supplement **only** if you plan to participate in intercollegiate sports in college.
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- 5. School Report (Counselor or Head of School Evaluation)** Fill in the top portion of this form and give it to your counselor or headmaster to complete and mail to Macalester. Be sure to give your school official ample time to complete the form prior to your application deadline. Your application cannot be reviewed until this form is received.
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- 6. Transcript** Request that your secondary school send Macalester an official transcript of your classes including standardized examination results. If you have attended more than one high school, check to make sure **all** years are on the most recent transcript (or have a separate transcript sent from each school).
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- 7. Teacher Recommendations** Complete the top portion of both Teacher Recommendation forms and ask two teachers to complete and send them to Macalester. It is **important** that you choose two teachers who have taught you in CORE ACADEMIC SUBJECTS (English, social studies, foreign languages, mathematics or science). Recommendations from teachers of **other** subjects may be submitted as supplementary information, but are not substitutes for the required **academic** recommendations.
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- 8. Admission Tests** You must request that scores from either the Scholastic Assessment Test (SAT I) or the American College Test (ACT) be sent to Macalester College. Results from SAT II subject tests are not required, but will be considered if submitted. Macalester's identification codes are: SAT (6390) and ACT (2122). Students whose native language is not English must also submit the results of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).
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- 9. Mid-Year School Report** Complete the top portion of this form and ask your counselor to complete the form at the end of your first term (semester or trimester) and return it to Macalester. If you are applying through the Early Decision plan, this form should be returned at the end of the first quarter or trimester.
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- 10. Early Decision Agreement** If you are applying under the Early Decision plan, it is **required** that you return the Early Decision Agreement signed by you, your parent or guardian and your counselor or headmaster. Your application will not be reviewed until this form is received.
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- 11. Financial Aid Forms** International students applying for Regular Decision admission and for financial aid must complete the International Student Financial Aid Application and the International Student Certification of Finances. Return these forms to the Admissions Office by January 15. Early Decision candidates must return the form by the Early Decision deadline. Applicants must complete all items on the form, provide all documentation required and sign the application before they can be considered for financial aid.
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- 12. Common Application** If you are using the Common Application, you must complete the Macalester International Common Application Supplement.