

# FIRST-YEAR APPLICATION CHECKLIST

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- 1. Application Forms**
- Part 1** **Part 1** of the Application and the application fee 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 (see table on inside front cover). Be certain to make a copy for your records.
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- 2. Application Fee**
- Online:** If you apply online, do not pay until you are prompted as part of the online process.
- Paper:** If you complete one of the paper options, you must submit your fee by check. Each applicant must pay a \$40 non-refundable application fee or submit a fee-waiver request form signed by your high school counselor. Checks or money orders should be made payable to Macalester College. In cases of financial hardship, the fee may be waived. Requests for fee waivers **must be signed by your school counselor** and must 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 Fine Arts Supplements**
- Complete and return the Athletic Supplement and/or the Fine 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 Evaluation)**
- Fill in the top portion of this form and give it to your counselor to complete and mail to Macalester. Be sure to give your counselor 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 and grades beginning with 9th grade. 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).
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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 one of the Early Decision plans, 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 an Early Decision plan, it is **required** that you return the Early Decision Agreement signed by you, your parent or guardian, and your counselor. Your application will not be reviewed until this form is received.
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- 11. Financial Aid Forms**
- See Financial Aid Instructions.
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- 12. Common Application**
- If you are using the Common Application, you must complete the Macalester Common Application Supplement.
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- 13. Acknowledgement of Application Receipt**
- An acknowledgement card is attached to the back cover of this application. If you wish to receive acknowledgement of our receipt of your application, print your name and return address on the card and include it with your application. We will mail it back to you as confirmation that we have received your application. If you have not received this card within two weeks of sending us your application, you should call our office immediately.