

# Contract



**Morningside Heights America**  
COLLEGE & CAREER CONSULTING  
www.MorningsideHeightsAmerica.com  
ceo@morningsideheightsamerica.com  
(609) 608-6258

## Educational Consulting Services Agreement

### *Parties:*

This agreement is between \_\_\_\_\_, Educational Consultant doing business as Morningside Heights America, and \_\_\_\_\_, in the capacity of parent, guardian, or guarantor of payment (Responsible Party), for the benefit of \_\_\_\_\_.

### *Consulting services included:*

- ☐ Evaluation of student's record, including high school transcript, standardized test results, extracurricular activities, athletic activities, and special talents.
- ☐ In depth interviews of student and family in order to develop overall strategy for the application process.
- ☐ Explanation of the college admissions process (discussion of schedule of standardized tests, testing options, application deadlines, etc.).
- ☐ Creation of a list of "best fit" colleges and universities for the student to research and visit, and helping the student to conduct the most meaningful visits, including interview preparation.
- ☐ Assistance in compiling a final list of schools, with varying degrees of admission difficulty, to which the student will apply.
- ☐ Discussion of early application versus regular application options.
- ☐ Assistance in preparation of activity list and/or resume, selection of recommendation letter writers
- ☐ Brainstorming for essay writing, including topic development, critique, and proofreading.
- ☐ Assistance in application preparation, including organizational assistance, time and stress management, and making suggestions for the order of information to be included on the application.
- ☐ Discussion of financial aid forms and options.
- ☐ Assistance in making a final decision concerning which college to attend.
- ☐ Assistance with wait-list or appeals processes, if necessary.
- ☐ Assistance with transition-to-college process.
- ☐ Identification of merit aid and scholarship opportunities, applications, and deadlines.
- ☐ Planning for meaningful summer experiences to explore special areas of student interest.

### *Services NOT included:*

- ☐ Writing essays for clients, rewriting essays for clients or filling out applications or scholarship forms.
- ☐ Asking teachers for references, following up with the high school, or contacting colleges about admissions decisions.
- ☐ Consultant will not write the counselor recommendation—this is done by school college counselor.
- ☐ Consultant will not contact admissions officers to promote admission.

### *Parent/Guardian responsibilities:*

- ☐ Support their child throughout the process by understanding the pressures on the student.
- ☐ Assist in helping keep student on task.
- ☐ Allow the student to take the lead in college planning decision making.
- ☐ Schedule college visits and interviews

# Contract p.2



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## *Student's responsibilities:*

- ☐ Put 100% effort into the process and ask questions when things are unclear.
- ☐ Do the very best academic work possible.
- ☐ Cooperate fully with Consultant, including taking the initiative to call or email Consultant when s/he needs an appointment, has questions, or has essays ready for review.
- ☐ Meet deadlines required for testing and completing applications.
- ☐ Request letters of recommendation, transcripts, and score reports in a timely manner, pursuant to the procedures established by student's high school.
- ☐ Check school status upon submission of application to ensure that all materials have been received.
- ☐ Keep appointments, and enjoy the process!

## *Disclaimers*

The parties agree that the educational recommendations are provided on a best-effort basis, as a result of Morningside Heights America's professional evaluations of the student's needs, interests and abilities, and are based on the information submitted by the student and materials available from schools. The Consultant will not solicit or accept compensation from any institutions for placement of the client, and will not make any promises or guarantees about the outcome of any of the student's applications, admission decisions or financial aid packages. Consultant's comments and recommendations are the expression of professional judgment only. In addition, Morningside Heights America will not reveal any information regarding the student to anyone unless directed to do so by the Responsible Party.

- ☐ A cancellation fee will be charged for every appointment canceled with less than 48 hours notice, unless there is an emergency.

## *Payment:*

Responsible party agrees to pay Consultant as follows:

- ☐ Hourly rates of \$\_\_\_\_\_ for the first hour, and \$\_\_\_\_\_ for subsequent hours.
- ☐ Strong Interest Inventory administration and interpretation \$\_\_\_\_\_.

## *Signatures:*

This Contract for Educational Consulting Services has been read, understood, and agreed upon by the following:

\_\_\_\_\_  
Michael Richardson, dba Morningside Heights America Date

\_\_\_\_\_  
Student for whom services are provided Date

\_\_\_\_\_  
Parent, Guardian, or Guarantor of Payment Date

\_\_\_\_\_  
Parent, Guardian, or Guarantor of Payment Date

\_\_\_\_\_  
Billing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone numbers

\_\_\_\_\_  
Email addresses

# Application Overview



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**Keep track of your applications, passwords, and other details on this form.**

**Collegeboard** username: \_\_\_\_\_ password: \_\_\_\_\_  
www.collegeboard.com

**ACT** username: \_\_\_\_\_ password: \_\_\_\_\_  
www.actstudent.org

**CommonApp** username: \_\_\_\_\_ password: \_\_\_\_\_  
www.commonapp.org

**Other App** username: \_\_\_\_\_ password: \_\_\_\_\_

**Other App** username: \_\_\_\_\_ password: \_\_\_\_\_

**Naviance** username: \_\_\_\_\_ password: \_\_\_\_\_

## Recommendations

Teacher \_\_\_\_\_ subject \_\_\_\_\_ email \_\_\_\_\_

Teacher \_\_\_\_\_ subject \_\_\_\_\_ email \_\_\_\_\_

Counselor \_\_\_\_\_ email \_\_\_\_\_

Other (Community or Character rec.) \_\_\_\_\_ email \_\_\_\_\_

## Colleges

1) \_\_\_\_\_ username: \_\_\_\_\_ password: \_\_\_\_\_ ☐ CommonApp ☐ sent \_\_\_\_\_

☐ scores sent \_\_\_\_\_ ☐ supplement sent \_\_\_\_\_ ☐ recommendations \_\_\_\_\_ ☐ Interview \_\_\_\_\_

2) \_\_\_\_\_ username: \_\_\_\_\_ password: \_\_\_\_\_ ☐ CommonApp ☐ sent \_\_\_\_\_

☐ scores sent \_\_\_\_\_ ☐ supplement sent \_\_\_\_\_ ☐ recommendations \_\_\_\_\_ ☐ Interview \_\_\_\_\_

3) \_\_\_\_\_ username: \_\_\_\_\_ password: \_\_\_\_\_ ☐ CommonApp ☐ sent \_\_\_\_\_

☐ scores sent \_\_\_\_\_ ☐ supplement sent \_\_\_\_\_ ☐ recommendations \_\_\_\_\_ ☐ Interview \_\_\_\_\_

4) \_\_\_\_\_ username: \_\_\_\_\_ password: \_\_\_\_\_ ☐ CommonApp ☐ sent \_\_\_\_\_

☐ scores sent \_\_\_\_\_ ☐ supplement sent \_\_\_\_\_ ☐ recommendations \_\_\_\_\_ ☐ Interview \_\_\_\_\_

5) \_\_\_\_\_ username: \_\_\_\_\_ password: \_\_\_\_\_ ☐ CommonApp ☐ sent \_\_\_\_\_

☐ scores sent \_\_\_\_\_ ☐ supplement sent \_\_\_\_\_ ☐ recommendations \_\_\_\_\_ ☐ Interview \_\_\_\_\_

6) \_\_\_\_\_ username: \_\_\_\_\_ password: \_\_\_\_\_ ☐ CommonApp ☐ sent \_\_\_\_\_

☐ scores sent \_\_\_\_\_ ☐ supplement sent \_\_\_\_\_ ☐ recommendations \_\_\_\_\_ ☐ Interview \_\_\_\_\_

7) \_\_\_\_\_ username: \_\_\_\_\_ password: \_\_\_\_\_ ☐ CommonApp ☐ sent \_\_\_\_\_

☐ scores sent \_\_\_\_\_ ☐ supplement sent \_\_\_\_\_ ☐ recommendations \_\_\_\_\_ ☐ Interview \_\_\_\_\_

8) \_\_\_\_\_ username: \_\_\_\_\_ password: \_\_\_\_\_ ☐ CommonApp ☐ sent \_\_\_\_\_

☐ scores sent \_\_\_\_\_ ☐ supplement sent \_\_\_\_\_ ☐ recommendations \_\_\_\_\_ ☐ Interview \_\_\_\_\_

9) \_\_\_\_\_ username: \_\_\_\_\_ password: \_\_\_\_\_ ☐ CommonApp ☐ sent \_\_\_\_\_

☐ scores sent \_\_\_\_\_ ☐ supplement sent \_\_\_\_\_ ☐ recommendations \_\_\_\_\_ ☐ Interview \_\_\_\_\_

10) \_\_\_\_\_ username: \_\_\_\_\_ password: \_\_\_\_\_ ☐ CommonApp ☐ sent \_\_\_\_\_

☐ scores sent \_\_\_\_\_ ☐ supplement sent \_\_\_\_\_ ☐ recommendations \_\_\_\_\_ ☐ Interview \_\_\_\_\_

# Family Information



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Student's Name _____		Date of Birth _____	GPA _____
Address _____			Rank _____
City _____	State _____	Zip _____	SAT scores: (date _____)
Home phone _____	Cell _____	Email _____	R _____ M _____ W _____
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Citizenship _____	(date _____)
Grade <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 Graduation year _____ School attending _____			R _____ M _____ W _____
Applicant lives with: <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Both <input type="checkbox"/> Other parents _____			SAT Subject test: (date _____)
1st Parent/Guardian _____			ACT scores: (date _____)
2nd Parent/Guardian _____			E _____ M _____ R _____ Sc _____ W _____
Home Address (if different from above) _____			Composite: _____
City State/Zip _____			ACT scores: (date _____)
Cell _____			E _____ M _____ R _____ Sc _____ W _____
Email Address _____			Composite: _____
Occupation _____			TOEFL: (date _____)
College _____			Composite _____
Graduate School (if any) _____			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> English
			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Math
			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Science
			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Social Studies
			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Foreign Language
Sibling Name _____	School _____	Birthdate _____	Graduation _____
Sibling Name _____	School _____	Birthdate _____	Graduation _____
Languages spoken at home: _____			<input type="checkbox"/> AP/IB Classes (scores if avail.) _____
How Important is a "brand name" school? _____			_____
Is Religion Important in College Selection? _____			_____
Financial considerations: _____			_____
How do you plan to pay for college? _____			_____
Legacy? _____			_____
Learning Differences: _____			_____
_____			_____
Other Considerations? _____			_____
_____			_____

# Intake Form



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Long-term goals \_\_\_\_\_

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Academic strengths/weaknesses \_\_\_\_\_

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Favorite Teachers \_\_\_\_\_

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Extracurriculars \_\_\_\_\_

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Honors \_\_\_\_\_

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Special Interests (may want to study at college) \_\_\_\_\_

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Community Service/Summer Experience/Travel \_\_\_\_\_

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Financial Considerations \_\_\_\_\_

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Notes \_\_\_\_\_

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5 Characteristics about you

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

5 qualities you want in a college

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

Clubs or Classes to try

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Hobbies \_\_\_\_\_

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Distance \_\_\_\_\_

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Support \_\_\_\_\_

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Climate \_\_\_\_\_

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Size \_\_\_\_\_

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Social \_\_\_\_\_

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# Campus Visit Checklist



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**These questions are a good place to start. The best answers come from current students.**

## *Academics*

- ☐ How much interaction do you have with your professors? Do you have an advisor?
- ☐ Who teaches most freshman classes: graduate students or professors?
- ☐ Would you say the academic atmosphere is competitive or cooperative?
- ☐ Is it hard to get into the classes you want?
- ☐ Is it hard to switch majors? How soon do you have to declare a major?
- ☐ Have you had any internships or research opportunities?
- ☐ Is it common for students to study abroad?

## *Student Life*

- ☐ Where do you go when you need a quiet atmosphere to study?
- ☐ What do students do on the weekends?
- ☐ How safe do you feel here?
- ☐ Do you have a car? How do most people get around?
- ☐ How conservative or liberal is the student body?
- ☐ Where do most students live? Is housing guaranteed for 4 years?

## *Extracurricular Activities*

- ☐ What outside speakers or bands were recently brought to campus?
- ☐ How important are sororities and fraternities to the social scene? (different from how many people “go greek”)
- ☐ What are the most active/popular student clubs and organizations?

## *Other*

- ☐ What do you love most about being here?
- ☐ What’s the one thing students complain about most?
- ☐ What other schools did you consider? Why did you decide to go to this one?

## *Don't forget to:*

- ☐ Pick up a school newspaper to get student views of campus life
- ☐ Read the bulletin boards in the student union, dorms and academic departments
- ☐ Check out the college bookstore
- ☐ Explore the neighborhood around campus
- ☐ Visit the buildings you will use regularly: library, dining hall, athletic facilities, science labs
- ☐ If possible, attend a class or sporting event
- ☐ Eat in the dining hall or at the snack bar

# College Fair Checklist



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**College fairs are usually crowded and overwhelming, so having a plan of attack will make the experience more productive and enjoyable. Remember that even if you don't have questions about a college that you will apply to, stop by and introduce yourself to the admissions representative who very likely will be reviewing your application.**

## *Before the fair*

- ☐ Review the list of college fair participants and identify those that you want to talk to. Identify any specific questions you have for each college.
- ☐ Print address labels to paste on college information cards. Include your name, home address, email address, birth date, high school, graduation year and (optionally) your intended major.
- ☐ Plan to arrive a little early or right on time to beat the crowds. The first 15 minutes is usually the quietest, so head directly to the college at the top of your list.
- ☐ Update your resume and make copies to take with you.
- ☐ Take a pen.

## *During the fair*

- ☐ Introduce yourself and shake hands with the admissions representative. Tell them what you are interested in or ask them a question about the school.
- ☐ Provide your resume when requested or ask if they would like one.
- ☐ Collect business cards of the admissions representatives that you talk to. Take notes on the back of the card.

## *Sample questions to ask*

- ☐ What specific qualities are you looking for in applicants?
- ☐ What students are happiest and most productive on your campus?
- ☐ Are interviews required or offered, and if so, how should they be arranged?
- ☐ What is the outlook for financial aid or scholarships, particularly in these economic times?
- ☐ How do professors like to interact with students? Are classes mostly lectures or discussions? Do students work with professors on research?
- ☐ What are the most popular clubs and activities on campus?
- ☐ Do students stay on campus over the weekends and what do they do?
- ☐ Where do most graduates go after getting their degree – to careers or graduate school or other?

## *After the fair*

- ☐ Update your notes and college list based on the new information you gathered
- ☐ Write a thank-you note to the admissions representative (using the business card that you collected) if you REALLY want to attend the school. Thank them for talking to you during the fair.

# Colleges I'm Considering



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College name: \_\_\_\_\_

☐ Visited \_\_\_\_\_ ☐ Website ☐ Talked to student ☐ Read about ☐ Received information

Three reasons why I am considering this school: \_\_\_\_\_

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College name: \_\_\_\_\_

☐ Visited \_\_\_\_\_ ☐ Website ☐ Talked to student ☐ Read about ☐ Received information

Three reasons why I am considering this school: \_\_\_\_\_

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College name: \_\_\_\_\_

☐ Visited \_\_\_\_\_ ☐ Website ☐ Talked to student ☐ Read about ☐ Received information

Three reasons why I am considering this school: \_\_\_\_\_

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College name: \_\_\_\_\_

☐ Visited \_\_\_\_\_ ☐ Website ☐ Talked to student ☐ Read about ☐ Received information

Three reasons why I am considering this school: \_\_\_\_\_

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College name: \_\_\_\_\_

☐ Visited \_\_\_\_\_ ☐ Website ☐ Talked to student ☐ Read about ☐ Received information

Three reasons why I am considering this school: \_\_\_\_\_

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College name: \_\_\_\_\_

☐ Visited \_\_\_\_\_ ☐ Website ☐ Talked to student ☐ Read about ☐ Received information

Three reasons why I am considering this school: \_\_\_\_\_

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# Campus Snapshot



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Suggestion: Take some pictures to keep the colleges from blending together!

**School:** \_\_\_\_\_

- ☐ Info Session
- ☐ Campus Tour
- ☐ Interview
- ☐ Overnight stay
- ☐ Meal in the dining hall. The food was:
- ☐ Saw a dorm room

**Positives:** \_\_\_\_\_

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**Negatives:** \_\_\_\_\_

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**Other comments/Follow-up questions:** \_\_\_\_\_

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**How does this school rate in terms of what I am looking for for the following factors?**

My top 5 Important Factors:

#1 \_\_\_\_\_ 1-2-3-4-5

#2 \_\_\_\_\_ 1-2-3-4-5

#3 \_\_\_\_\_ 1-2-3-4-5

#4 \_\_\_\_\_ 1-2-3-4-5

#5 \_\_\_\_\_ 1-2-3-4-5

Other: \_\_\_\_\_

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Location 1-2-3-4-5  
(community, campus, outdoors)

Expense 1-2-3-4-5  
(tuition, room, board, fees)

Size 1-2-3-4-5  
(undergrad & grad)

Admission Reqs 1-2-3-4-5  
(GPA, test scores, interviews)

Student Body 1-2-3-4-5  
(diversity, male/female ratio, international students)

Academics 1-2-3-4-5  
(core curriculum, majors, minors, professors, class size, calendar)

Extracurriculars 1-2-3-4-5  
(clubs, sports, work, volunteer)

Social Environment 1-2-3-4-5  
(Greek, sports, spirit, weekends, nightlife)

Housing 1-2-3-4-5  
(freshman, upper classmen, dining, cars, transportation)

Special Programs 1-2-3-4-5  
(honors, co-ops, internships, combined degrees)

Financials 1-2-3-4-5  
(need and merit money provided)

# High School Timeline

In consultation with your college advisor follow the following timeline. .



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## Freshman & Sophomore years

- ☐ Focus on academics and extracurriculars. Grades and participation should be on an upswing.
- ☐ Make sure you are in line to complete your “critical 5.” These are classes in the following areas: English, Mathematics, Science, Social Studies and Foreign Language.
- ☐ Take the PSAT and Pre-ACT when offered by your school.
- ☐ Consider visiting 1-2 nearby campuses during Sophomore year.
- ☐ Develop a testing plan for Junior year.

## Junior year

### *September through December*

- ☐ Focus on academics and extracurriculars. Grades and participation should be on an upswing.
- ☐ Make sure you are in line to complete your “critical 5.” These are classes in the following areas: English, Mathematics, Science, Social Studies and Foreign Language.
- ☐ Take the PSAT/NMSQT and Pre-ACT in the fall of junior year.
- ☐ Visit as many colleges as you are interested in as time and finances allow.
- ☐ Talk to parents about college costs.
- ☐ Prepare for the SAT/ACT.

### *January through April*

- ☐ Schedule SAT/ACT exams as early as possible since you may decide to take them multiple times. Plan to take SAT Subject tests in May or June if needed.
- ☐ Complete the Selection Criteria worksheet. Start researching colleges using college guides and websites (see Resources) that meet your preferences and write them on the “Colleges I’m Considering” sheet.
- ☐ Start compiling your resume of awards, extracurriculars and community service.
- ☐ Get a copy of your transcript and check it for errors or omissions.
- ☐ Attend college programs offered by your high school.

### *May through June*

- ☐ Take AP and SAT Subject tests if relevant.
- ☐ If you are hoping for references from popular teachers, ask them before the end of the school year.

### *Summer before Senior year*

- ☐ Start working on your essays with your college advisor. If you have a finished version before September, you will be ahead of the game.
- ☐ Register for the Common App, connect it to Naviance, and sign FERPA waiver. Look over these platforms so you know what is required in terms of essays and statements.
- ☐ Finish any community service requirements over the summer if you can.
- ☐ Narrow your list of schools and consider if you want to apply early decision, early action or regular decision..
- ☐ Visit any college campuses that you couldn’t fit in during the spring, and schedule on-campus interviews, if offered.
- ☐ Finish up your CommonApp essays.
- ☐ Schedule on-campus interviews for the fall.

# Senior Year Timeline

In consultation with your college advisor follow this timeline.



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## Senior year!

### *September through October*

- ☐ Assemble your final list of schools and give a copy to your guidance counselor or add to Naviance.
- ☐ Make final decisions about early decision, early action and regular decision applications.
- ☐ Create a calendar of deadlines so that you don't miss anything important.
- ☐ Send your score reports to your final list of schools.
- ☐ Finish your essays and personal statements.
- ☐ If you haven't already, ask teachers for recommendations with addressed, stamped envelopes for every college (if needed).
- ☐ Get a copy of your transcript and check it over for errors (again).
- ☐ Schedule on-campus interviews for the fall.
- ☐ Attend visits to your high school by college admissions representatives.
- ☐ Check in with teachers who are writing recommendations.
- ☐ Open and read emails from schools of interest.
- ☐ Fill out FAFSA form if applying for Financial Aid.

### *November*

- ☐ Submit applications for schools with November deadlines. Also submit Part I of any applications with two parts.
- ☐ Do a practice interview before you head off to interview on campus or with local alumni.

### *December*

- ☐ For early decision: if accepted send in your deposit by the deadline and withdraw applications from any other schools.. Look for any other deadlines from your chosen college, such as housing, honors programs, financial aid, etc.
- ☐ Submit applications for schools with December and early January deadlines. Also submit Part 2 of applications with two parts.
- ☐ Continue to work hard on academics and make sure mid-year grades are as high as possible.

### *January through March*

- ☐ Submit applications for schools with mid-January, February and March deadlines.
- ☐ A few weeks after submitting your applications, check online that each file is complete.
- ☐ Apply for any honors or scholarship opportunities you qualify for at each college. The may involve an additional essay.
- ☐ Combat senioritis. Remember that schedule changes, if involving core classes should be reported to colleges.

### *April*

- ☐ When you learn where you are accepted, visit your top 2-3 choices, even if you have already visited once.
- ☐ If you are waitlisted anywhere, or have decided not to attend, respond promptly.
- ☐ Make your final decision and send in your deposit by May 1. Look for any other deadlines from your chosen college, such as housing, honors programs, financial aid, etc. Deposit only at one school.
- ☐ Thank teachers for writing letters of recommendation.

### *May through June*

- ☐ Take AP and IB exams. These will count for college placement, so make sure the scores are sent to your college.
- ☐ Keep your grades up. Final transcripts will be sent to your college.

### *Summer before Freshman year of college*

- ☐ Be aware of summer deadlines for housing, class registration, etc.
- ☐ Plan what you will bring to college so you don't over pack. Better to bring too little than too much!

# Financial Aid Checklist



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## Before Senior Year

- ☐ Sign up for fastweb and other financial aid websites to see what may be available.
- ☐ Discuss your savings plan with your parents.

## Senior year

- ☐ Talk to the guidance counselor and find out about locally available scholarships and grants.
- ☐ Find out about state financial aid and merit scholarships.
- ☐ Each school will require a different combination of forms, including FAFSA and CSS Profile. Keep track of requirements and deadlines.
- ☐ Apply for FAFSA pin numbers for the student and one parent.
- ☐ Fill out the FAFSA and CSS forms using the previous year's tax returns. Estimated numbers are fine.
- ☐ Finish your taxes as early as possible and submit to the colleges or to IDOC. via IDOC (Institutional Documentation service through College Board), if your college uses IDOC.
- ☐ Check over your FAFSA Student Aid Report (SAR) and CSS Profile report. Make any necessary corrections.
- ☐ If you are eligible for the DC TAG or other state educational grants or loans, follow the application instructions carefully, and apply as early as possible after your taxes are completed.
- ☐ Compare award letters to make an informed decision. Reject any unwanted offers promptly so the funds can help someone else.
- ☐ If you need student loans, check with the federal student loan program, and the financial aid office of your chosen college before contacting private lenders. Be sure to ask about whether there are additional subsidized loans you can apply for before looking for unsubsidized funds.
- ☐ Note key tuition payment dates.
- ☐ Complete loan paperwork.

# Interview Tips



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**The purpose of an interview is to make a good impression, to find out more about the school, but mainly to demonstrate your interest in the school. The institution is trying to sell you on the school, find out more about you; and to weed out future “problems”. Remember, this is meant to be pleasant and the interviewer really wants to get to know you!**

- ☐ Arrive at campus at least 15 minutes early, and the Admissions Office 5 minutes early. Do not show up late! You can use the extra time to review your notes.
- ☐ Dress as if you are going to a nice restaurant (you can call the admissions office and ask them what they suggest). Girls, be sure to dress modestly.
- ☐ Pay attention to personal hygiene, remove distracting piercings, and cover up tattoos.
- ☐ Make eye contact, smile, and shake hands.
- ☐ Be prepared with questions.
- ☐ Take your time, speak in full sentences, and don't worry about taking a minute or two to think of your response.
- ☐ Know the school and why it would be a good fit for you.
- ☐ Never bring a parent into the interview; in fact, parents should let the student go into the Admissions Office alone.
- ☐ Always follow-up with a thank-you note immediately. You can email one and then follow-up with a written one.
- ☐ Under no conditions should you lie or be rude in any way. Do not interrupt the interviewer!

## Here is what they may ask you:

*(Many of these questions are standard, but you should be prepared for some random questions.)*

- ☐ Tell me about yourself.
- ☐ What are you most interested in?
- ☐ What do you like to do for fun?
- ☐ What is your favorite subject? Why?
- ☐ What subjects don't you like? Why?
- ☐ What is your favorite book? Why?
- ☐ Why do you want to go to our college? (Have at least three reasons prepared to talk about.)
- ☐ How would our campus benefit by having you here?
- ☐ What will you do outside the classroom?
- ☐ What are you interested in studying?
- ☐ What do you see yourself doing in 10 years?
- ☐ Does your high school record accurately reflect your effort and ability?
- ☐ What do you think about the latest news headline or popular television show?
- ☐ If you had a thousand dollars to give away, what would you do with it?
- ☐ What is your greatest weakness?

## Here is what you can ask them:

- ☐ What is the most exciting thing that has happened on campus in the last two years?
- ☐ Tell me about the \_\_\_\_\_ program. (Do your research, but let them answer).
- ☐ What kind of freshman orientation do you offer?
- ☐ How do you match up roommates?
- ☐ Tell me about the Career Center.
- ☐ Is there a tutoring/writing center on campus?
- ☐ How do students spend their time? What are some of the favorite social activities?

*(You should tailor these to each campus and use them as a way to find out what is not on their website or in a guide book.)*

**REMEMBER:** *This is NOT a final step in the process, so you can have a bad interview and still get in. The off-campus interviewers are often alumni, and their comments can only help you, and rarely hurt. If the interviewer does not behave professionally (it happens rarely, but it does happen) consider dropping a note to the Admissions Office.*

# Thoughts on Your Essay



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**This is your way to tell a college something about you that they won't find anywhere else in your application. Keep it personal... college admissions officers read hundreds of essays each day.**

1. **Write about who you are** – The topic is not as important as what you have to say about it. Successful essays have been written about baking bread, or learning to drive. Remember to write from your heart and not your head.
2. **Passion** – This is your chance to separate yourself from the pack and show that you are an individual. Write about what motivates you and your passion will make the reader care about it, too. This is not the place to regurgitate your resume. Tell the admissions committee exactly what makes you tick and why. It isn't easy, but that is the whole point.
3. **Focus on the Action** – A good essay will tell a story, using imagery, and important anecdotes that set the stage for the information. Provide important details so that the reader can see the situation through your eyes.
4. **Vocabulary** – Write in your own voice, using words that you would use every day. You can use formal vocabulary and a distant tone when you write a research paper, but the goal of this essay is different. You want the reader to see you standing before them when they finish reading. You can even use curse words, but use them judiciously.
5. **Pacing** – The first sentence (or two) of your essay is the most important. Grab the reader's attention immediately. Remember, they may be reading your essay at 11:30 at night. You want them to sit up and pay attention to what you have to say. You can start your essay with a quote if that will inspire you or describe an image. Don't meander... stick to one topic or idea throughout. Keep adding to the story, repeating important themes until you reach the end, and providing a conclusion that sums up the story. It may be something you have learned about yourself, or a direction that you want to take in life.
6. **Accuracy** – Pay attention to word counts and don't exceed them. If you had to read 100 essays a day, you would stop reading after the first 700 words, too. Spell check, and then read the essay out loud. Correct spelling and grammar are important, unless you are quoting. Also, be honest about your achievements. It is too easy to check on inconsistencies, and you want to make a good impression!
7. **Don't be Vanilla** – Take a stand, make a statement about your beliefs, anything to stand out from the crowd. Thoughtful positions on religion, politics and other serious subjects are good topics, as long as you can back up your ideas. Don't be provocative just to shock or dismay, however. You still want to make sure that you come across as likeable, and someone they will want to meet someday on campus.
8. **Write and Rewrite** — Expect to edit this essay multiple times before you are done. You will also want to show it to a teacher at school as well as your college advisor. But don't get too many opinions. You don't want to dilute your own voice, and too many editors can water down what you are trying to say.

# Brainstorming the Essay



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**This is a good place to keep track of essay ideas. Pick a topic that will help you stand out in some way.**

**Remember: DON'T BE VANILLA! Here are some questions to get you started:**

**1. One way that I am different from my peers is:**

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**2. I feel really passionate about \_\_\_\_\_ and here are some ways that I have demonstrated that passion:**

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**3. I feel really inspired when I think about (a person, a cause, a book... whatever):**

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**4. Here is a story that shows who I am as a person, or who I would like to become:**

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**5. Do you have some traits that you are particularly proud of? Tell a story that shows those characteristics in action:**

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# Selection Criteria



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## What school characteristics are most important to you?

On the table below, indicate the things that matter most to you with a checkmark. If you can be more specific, add that information on the right (for example, school size smaller than 5,000 or major in Asian Studies).

Size of student body	<input type="checkbox"/> _____
Geographic area (region, state or country)	<input type="checkbox"/> _____
College environment (urban, rural, suburban)	<input type="checkbox"/> _____
Public vs. private	<input type="checkbox"/> _____
Cost/financial aid program	<input type="checkbox"/> _____
Undergraduate only vs. research university	<input type="checkbox"/> _____
Reputation	<input type="checkbox"/> _____
Majors offered	<input type="checkbox"/> _____
Intellectual atmosphere	<input type="checkbox"/> _____
Student/faculty ratio	<input type="checkbox"/> _____
Student composition (ethnic, gender, etc)	<input type="checkbox"/> _____
Student politics (diverse, liberal, conservative)	<input type="checkbox"/> _____
Extracurricular activities and clubs	<input type="checkbox"/> _____
Athletics (watching or participating)	<input type="checkbox"/> _____
Sororities and fraternities	<input type="checkbox"/> _____
Campus neighborhood/environment	<input type="checkbox"/> _____
Weather	<input type="checkbox"/> _____
Religious affiliation	<input type="checkbox"/> _____
Internship opportunities	<input type="checkbox"/> _____
Study abroad programs	<input type="checkbox"/> _____
Facilities (library, labs, student union,, dorms, etc)	<input type="checkbox"/> _____
Housing (type, availability)	<input type="checkbox"/> _____
Other:	<input type="checkbox"/> _____
Other:	<input type="checkbox"/> _____



# Application Plan



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**Parental input is welcome and encouraged at every point in the process, however, this agreement is to clarify responsibility for submitting scores, applications and supplements.**

## How will the test scores be submitted?

- ☐ By the student and Morningside Heights America
- ☐ By the student and the parents

*(Morningside Heights America is not responsible for scores being submitted on time if this option is selected)*

## How will applications be submitted?

- ☐ By the student and Morningside Heights America
- ☐ By the student and the parents after being checked over by Morningside Heights America

*(Morningside Heights America is not responsible for applications being submitted on time if this option is selected)*

## How will the supplements be submitted?

- ☐ By the student and Morningside Heights America
- ☐ By the student and the parents after being checked over by Morningside Heights America

*(Morningside Heights America is not responsible for supplements being submitted on time if this option is selected)*

*If the test scores and applications are being submitted with the consultant, please make sure the student has a credit card.*

**I am happy with the College List and the application plan as outlined here today. I understand that the list may change as a part of the process, and I will be kept apprised of deadlines and other details as necessary.**

---

Student for whom services are provided

Date

---

Parent, Guardian, or Guarantor of Payment

Date

---

Parent, Guardian, or Guarantor of Payment

Date

# Making the Decision



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	College #1 _____	College #2 _____	College #3 _____
Gut Feeling			
Academics			
Size			
Prestige			
Social Life			
Weather			
Location			
Financial Aid			
School Spirit			
Class size			
Student Body			
Pluses			
Minuses			

Most important Pluses about College #1

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Most important Pluses about College #2

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Things that would make College #1 perfect for me

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Things that would make College #2 perfect for me

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Next Steps: \_\_\_\_\_

# Making the Financial Decision



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	College #1	College #2	College #3
In State/Out of State			
Tuition & Fees			
Housing			
Board (food)			
Books & Supplies			
Travel to and from College			
<b>Total Costs =</b>			
Need-based Aid			
Merit Aid Scholarships			
Private Scholarships			
State Educational Grants			
<b>Total Scholarships =</b>			
Work Study			
Need-based Loans			
Federal Student Loans			
<b>Total to be paid back =</b>			

Subtract Total Scholarships, Loans and Work-Study from Total Costs to calculate the financial gap  
(if work study is considered spending money, you may want to omit it from the calculation of the gap)

<b>Unmet Need or Gap</b>			
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Next Steps: \_\_\_\_\_

# Release Form



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*Please sign below, granting me permission to speak with guidance counselors, tutors, teachers and others who have worked with your son or daughter.*

I, \_\_\_\_\_ (parent or guardian), give Morningside Heights America permission to speak with guidance counselors, tutors, teachers and others who have worked with \_\_\_\_\_ (student).

\_\_\_\_\_  
Student for whom services are provided

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent, Guardian, or Guarantor of Payment

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent, Guardian, or Guarantor of Payment

\_\_\_\_\_  
Date

## Student Checklist



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