

Behind The Scenes of the U.S. Application Process

How Counselors and Admission Officers can Make the Application Process Smoother Together

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REGIONAL INSTITUTE

Sub-Saharan Africa 2025

We will discuss:

- The volume of materials colleges receive and manually check by “processing” staff
- How documents that you, your students and their teachers are handled
- Why items you submit may not appear as received in student app portals
- How to submit external/leaving/national exam results
- Which school transcript documents should be submitted
- What your students see when they log into their app portals
- When and how is it appropriate for counselors to reach out
- Your questions

Survey sent to AOs at 142 U. S. colleges and universities

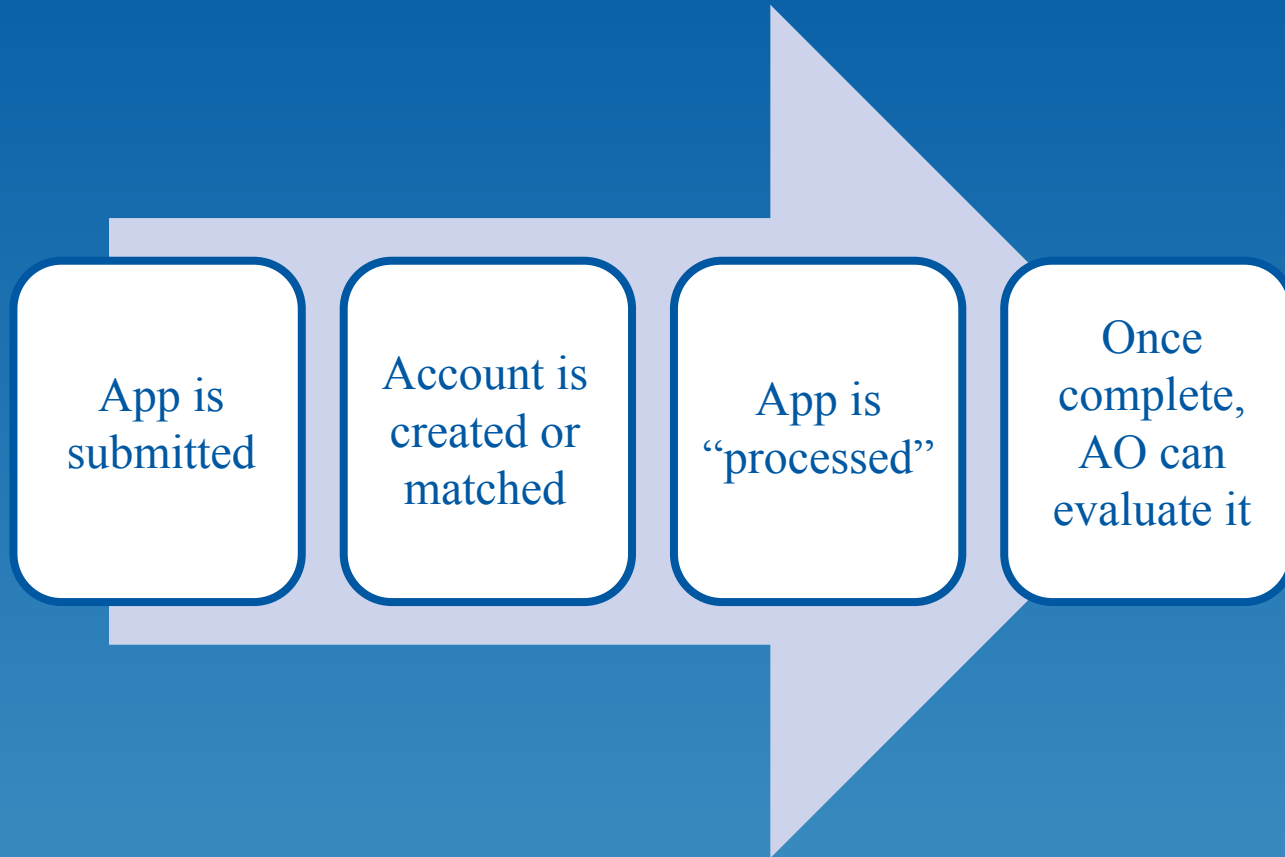
36 respondents

15 Anonymous
Babson College
Bennington College
Bryn Mawr College
Bucknell University
Claremont McKenna College
Colgate University

Colorado College
Dickinson College
Grinnell College
Harvey Mudd College
Kalamazoo College
Mount Holyoke College
Pomona College

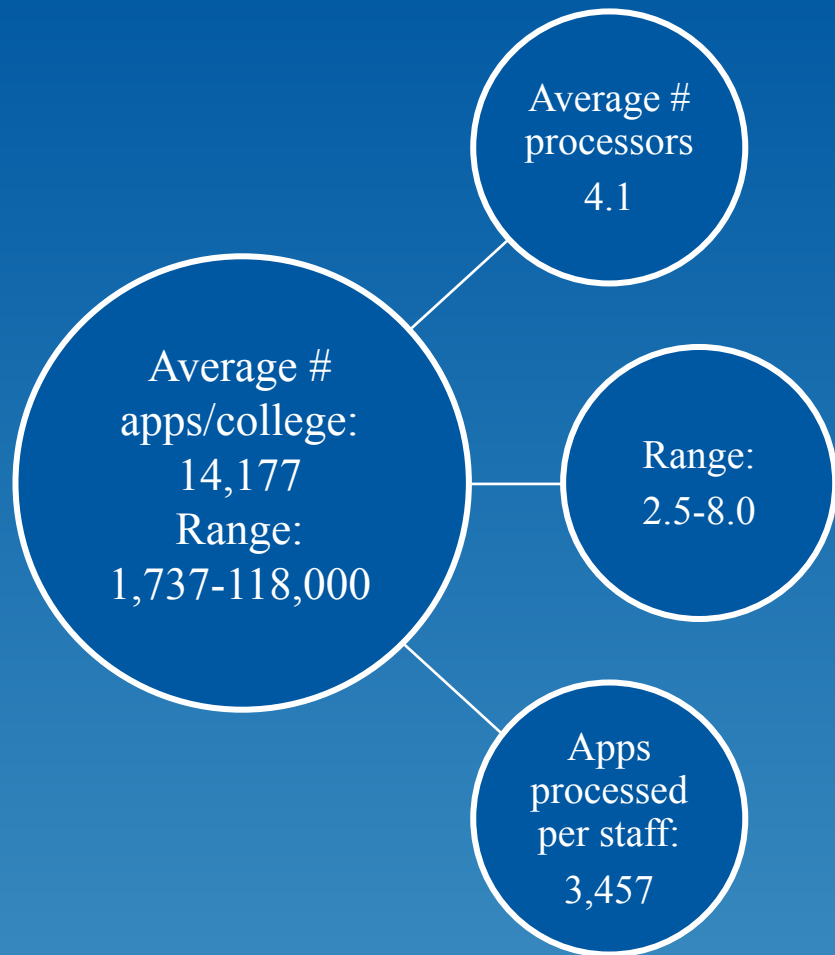
Rhodes College
Salve Regina University
Smith College
Swarthmore College
Union College
University of Rochester
University of Vermont

Procedure From App Submission to AO Evaluation



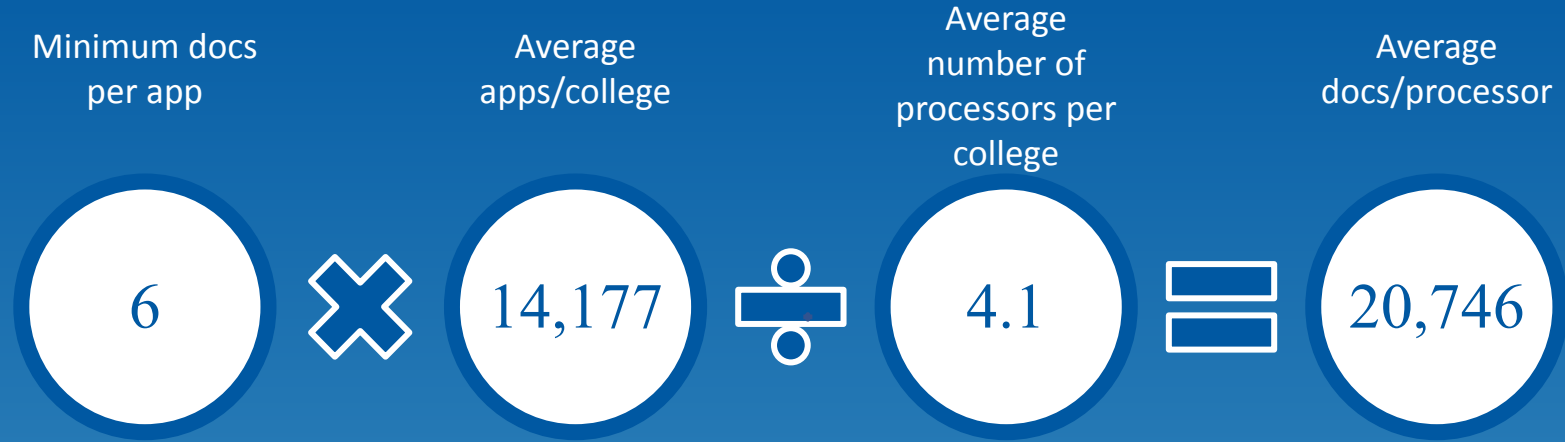
Applications received and number of staff who process them

(based on survey results)



Why does it take so long for portals to be updated?

(based on survey results)



Average number of business days after RD app deadline for apps to be processed.

So many forms!

Which ones should you submit?

What happens if the wrong form are used?

Common App Counselor Recommendation	Common App School Report	Common App Mid-Year Report	Common App Optional Report	Common App Final Report	FR
Student section Student details Legal name _____ Date of birth _____ Email _____ CAD (Common App ID) _____ Address _____ County _____ State/province _____ City/Town _____ Current or most recent secondary/high school _____ CEEB code _____ Counselor section The counselor recommendation lets you share unique insights about your student. You may submit this form at any time. Keep in mind every college requires the counselor recommendation. Refer to the requirements.pdf for information about which colleges use this form. Counselor details Name _____ Title _____ Phone _____ Fax _____ Email _____ School details School name _____ CEEB code _____ Website _____ Address _____ County _____ State/province _____ City/Town _____ Evaluation How long have you known this student and in what context? _____ What are the first words that come to your mind to describe this student? _____ Please attach a short evaluation (500 words or less) that will help colleges differentiate this student from others. We especially want broad-based assessment and encourage you to consider describing or addressing: • The student's academic, extracurricular, and personal characteristics. • Relevant context for the student's performance and involvement, such as particulars of family situation or after-school obligations, either positive or negative. • Observed problematic behaviors, perhaps separable from academic performance, that an admission committee should explore further.	Student section Student details Legal name _____ Date of birth _____ Email _____ CAD _____ Address _____ County _____ State/province _____ City/Town _____ Current or most recent secondary/high school _____ FERPA authorization By signing this form, I authorize every school that I have attended to request all requested records and restrict any further requests for records to the FERPA process. I understand that my decision may lead my colleges to disregard any recommendations submitted on my behalf. ☐ I waive my right to review all recommendations and supporting documents submitted by me or my school. ☐ I DO NOT waive my right to review all recommendations and supporting documents submitted by me or my school. I have chosen not to waive my right to review my recommendations and supporting documents. I understand that my decision may lead my colleges to disregard any recommendations submitted on my behalf. I understand that my waiver or my school's selection pertains to all colleges to which I apply and that my school's recommendation or application submission. Signature _____ Counselor section The school report shares information about your student's academic history. Please attach the student's transcript, including courses in progress and a transcript legend. Additionally, counselors have the option to provide a short evaluation of the student's performance. Counselor details Name _____ Title _____ Phone _____ Fax _____ Email _____ School details School name _____ CEEB code _____ Website _____ Address _____ County _____ State/province _____ City/Town _____ Class rank How do you report class rank? ☐ Exact ☐ Decile ☐ Quartile ☐ Quintile ☐ None Student's class rank _____ How many additional students share this rank? _____ Rank weighting ☐ Weighted ☐ Unweighted From (start date) _____ Ending (final date) _____ GPA Do you report GPA? ☐ Yes ☐ No Cumulative GPA _____ GPA scale _____ From (start date) _____ Ending (final date) _____	Student section Student details Legal name _____ Date of birth _____ Email _____ CAD (Common App ID) _____ Address _____ County _____ State/province _____ City/Town _____ Current or most recent secondary/high school _____ Counselor section This form is not a substitute for the mid-year or final report. You may use this form to update grades or transcript report and final report. You can also use the optional report to correct errors in other submitted forms. Counselor details Name _____ Title _____ Phone _____ Fax _____ Email _____ School details School name _____ CEEB code _____ Website _____ Address _____ County _____ State/province _____ City/Town _____ Summary Please indicate what updates you are making. ☐ Updated transcript or predicted grades ☐ Class rank ☐ Student GPA ☐ Change in student's enrolled courses ☐ Change to my evaluation ☐ Other correction or update	Student section Student details Legal name _____ Date of birth _____ Email _____ CAD (Common App ID) _____ Address _____ County _____ State/province _____ City/Town _____ Current or most recent secondary/high school _____ Counselor section The final report delivers your student's final transcripts and grades. Only submit this report to a college where your student intends to enroll. The college should have either accepted or waitlisted your student. Please attach the student's official transcript and transcript legend. Counselor details Name _____ Title _____ Phone _____ Fax _____ Email _____ School details School name _____ CEEB code _____ Website _____ Address _____ County _____ State/province _____ City/Town _____ Class rank How do you report class rank? ☐ Exact ☐ Decile ☐ Quartile ☐ Quintile ☐ None Student's class rank _____ How many additional students share this rank? _____ Rank weighting ☐ Weighted ☐ Unweighted From (start date) _____ Ending (final date) _____ GPA Do you report GPA? ☐ Yes ☐ No Cumulative GPA _____ GPA scale _____ From (start date) _____ Ending (final date) _____ GPA weighting ☐ Weighted ☐ Unweighted School's passing mark _____ Highest grade/GPA in class _____		

Sample of what student app portals look like

Admission Application Checklist

Thank you for submitting your application to Mount Holyoke College! Please refer to the Application Checklist below to view which required application documents have been received and which are still outstanding. Please note that once submitted, supporting materials may take up to 5 business days to process and be reflected on your checklist. Items such as resumes, portfolios, certificates, summer school transcripts, etc. will not appear since they are not a required part of your application.

First year applicants: With the exception of those who already hold a high school diploma or equivalent, Mount Holyoke requires the submission of mid-year grades associated with a student's most recent marking period by February 15, 2024. Both early and regular decision applicants should plan to submit mid-year grades by this date. If you will not have mid-year grades by the February 15 deadline, please [contact us](#).

Questions? Reach us by [email](#) or telephone 413-538-2023.

Status	Details	Date
✓ Received	Common Application	11/09/2023
✗ Awaiting	Early Decision Agreement	
	Optional Writing Supplement (Optional)	
✓ Received	High School Report	11/09/2023
✓ Received	HS Transcript for [REDACTED]	11/12/2023
✓ Received	Counselor Recommendation	11/09/2023
✓ Received	Teacher Evaluation 1	11/09/2023
✗ Awaiting	Teacher Evaluation 2	
✗ Awaiting	International Financial Declaration	
✗ Awaiting	Mid Year Report (due 2/15/2024)	
✗ Awaiting	Mid Year Transcript (due 2/15/2024)	

Mount Holyoke AO reader page in Slate

slate

258419914

Reader Dashboard for

Pilot: Markham, Amy

Co-Pilot: Quimby, Christina

App Source: Common App - Applicant

Dashboard

Landscape

Application

Writing

School Re...

School Pr...

Transcripts

Mid Year ...

Recommen...

Miscellane...

Self-Repor...

Int'l Finan...

Interview ...

Comments

External E...

Review Fo...

Mosaic Ap...

Duolingo L...

Slideroom...

Slideroom

InitialView

InitialView

Round	Stu Type	Slate ID	CID	Orig App Plan	Re-App	Hover	NAR	Final Rating	Final Decision	Final Merit	Current Status
2024/FA FR RD	FR	258419914	2142598	RD	N	No hover	1	4	Admit		Deposit Pending

Applicant Information

Last		Age	18	Sex	F
First		1st citizenship	China	Gender	Female
Preferred		2nd citizenship		Gender Identify	
Pronoun		Citizenship Status	FN	1st language	ZZ
City		Years lived in US	1 year or less	Proficiency	First Language, Read, Speak, Spoken at Home, Write
State				CBO	
Country		1st Source	Events		

Engagement

Visits/Events	Attended: Application 101 for International Students - 11/07/2023
Interview	

School(s)

Graduation date: 2024-05-01

Current school		GPA	Rank
School type	Independent - Private	Scale	Class size
City	Beijing	GPA calc	RIC
State		Weight	Top %
Country	China		Rigor
2nd school			Demanding
3rd school			

Optional Submissions

	Anticipates submitting	Date of submission
Slideroom	Yes	2024-01-11
Writing Supplement	Yes	2024-01-11

Test Scores

Consider ACT/SAT: N

V = Verified SR = Self-reported

ACT/SAT - Superscore

Waived EP: No

TOEFL/IELTS/Duolingo - Most recent test

ACT-V	ACT-SR		SATR-V	SATR-SR		TOEFL-V	TOEFL-SR	IELTS-V	IELTS-SR		DUOLINGO-V	DUOLINGO-SR
Composite	XX	XX	Composite	XX	XX	# taken					Total	
English	XX	XX	FRRW	XX	XX	Composite	104				Conversation	



Submitted: 01/15/2024

Profile

Personal information

Name
Share different name
Birthdate

Contact details

Email, Phone
Mobile
Permanent address

Demographics

Sex
Pronoun
Military status

Language

English
Turkish

Geography and nationality

Citizenship status
Birthplace
Other citizenships
Current US Visa
Intended US Visa

Family
Household

Parents
Home

Parent 1

Father
Name
Email, Phone
Occupation
Education

Parent 2

Mother
Name
Email, Phone
Occupation
Education

Siblings

Age 24

Education

Current or most recent secondary school

High School
(09/2020 - 06/2024)
Progression
Graduation Date

Colleges & universities

School
Boston University, One Silber Way, Boston, MA, USA, CEEB: 3087
Summer program (07/2022 - 07/2022)

Grades

Rank
GPA

Current or most recent year courses

First semester	Second semester
MATH - Math - (C PREP)	MATH - Math - (C PREP)
GEOM - Geometry - (C PREP)	GEOM - Geometry - (C PREP)
CHEM - Chemistry - (C PREP)	CHEM - Chemistry - (C PREP)
PHYS - Physics - (C PREP)	PHYS - Physics - (C PREP)
HIST - Geography - (C PREP)	HIST - Geography - (C PREP)
ENG - English - (C PREP)	ENG - English - (C PREP)
BIO - Biology - (C PREP)	BIO - Biology - (C PREP)
LANG - Turkish - (C PREP)	LANG - Turkish - (C PREP)
HIST - Philosophy - (C PREP)	HIST - Philosophy - (C PREP)

Honors

High Honors
Honors

Activities

Athletics: Club

9, 10
School, Break, Year
56 hr/wk, 52 wk/yr

Sailing, Team Captain, [REDACTED]
[REDACTED]

Internship

11
Break
49 hr/wk, 4 wk/yr
Continue

Intern Back-end Programmer, [REDACTED]
I was tasked to develop and maintain a specialized admin panel for [REDACTED]

Robotics

10, 11, 12
School
28 hr/wk, 36 wk/yr
Continue

[REDACTED]
I developed the coding structure of our robot, developing automation systems mostly focused on limelight usage and swerve motors.

Internship

12
Break
28 hr/wk, 36 wk/yr
Continue

Laser Cutting Machine Operator, [REDACTED]
I've learned how to operate and design cutting patterns on an industrial laser cutting machine, through its integrated design system.

Academic

11
Break
28 hr/wk, 2 wk/yr
Continue

Summer Challenge Electrical Engineering Student, Boston University Summer Challenge
I've taken classes during summer, at Boston University's Summer Challenge programme where I took full day classes about Electrical Engineering.

Writing

Personal essay

Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.

What are you up to today?"

Summer of 2012, the sun is mighty, the air is humid and I'm in an unconditioned shed. As with the blazing rays of sun, using every ounce of his nuclear power to make me sweat faster, a sudden heat transfer cut the solemn summer silence. "Hey Ben what are you up to again man?". From being my friends asked me a question, the answer was pretty straightforward. "The Relemedit", the knowledge of three handheld vacuum motors, 40 units of plastic air tubing and a 16l water jug connected to a meat super soaker, my own lined sweat and tears, my own creation was ready. Ready to splash and crush every bit on the block where the deadly genuine rays of the sun hit poor. The three minutes against me in the summer's heat water battle, would soon turn the entire masses to comets.

Since that summer, I've had an interest in the creation and the application of products that I solely worked on through dedicated effort, which consisted of manual based solutions for broken household appliances. Through the process involved great interest as my ambitions to create animated, I experienced a need to contribute to something much larger by utilizing proficiency and design to subjects of greater value.

My first encounter with programming in midlife school occurred through a programme our school set which heightened my horizon even further. The coding week changed everything as it presented me with the ability to create my own projects in a completely digital environment. We were tasked with compiling Code.org projects and creating our very own Scratch project. I successfully completed all the work within an hour, and created my initial coding project on Scratch, essentially a knock-off happy fire simulator with completely randomised obstacles.

discovered what I have been seeking. To implement, develop, design solutions on a larger medium, embracing towards a better approach of my interest in problem solving. Since 7th grade, my interest for programming and 3D design only seemed to grow. I devoted any spare time creating and selling my very own in-game scripts to be executed using all infections. 6th grade, the FRC robot of our school team, my on-going personal projects and their 3D designs, essentially solutions through coding mediums and precise 3D designs to modern solutions.

With a new perspective on the act of creation, I've realised that a common goal in mind being made into reality is also a distinct experience as with me joining our school's FRC Team from 9th grade, till 11th grade. I've learned more about group projects in the field of coding and eventually I was elected to lead the programming department of our team. Overcoming hardships alongside my teammates made me realise that in projects encompassing multiple members, solidarity is

University of Massachusetts Amherst questions

General

Student status	Full-Time
Preferred start term	Fall
Admission plan	Regular Decision
Citizenship	No
Dual Enrollment Early College	No
College Level Courses	No
Financial aid	No

Why UMass Amherst?

[REDACTED]

[REDACTED]

[REDACTED]

Narrative Community

[REDACTED]

[REDACTED]

[REDACTED]

Housing Plans Living in on-campus housing

Academics

Major Information Review I have fully read and understand the major information.

Requested 1st Choice Major Engineering (Mechanical)

Requested 2nd Choice Major Engineering (Electrical)

Why these Majors

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Contacts

Previously applied No

Mobile Phone No. I consent to be contacted by the University of Massachusetts Amherst at the mobile phone number provided below.

Mobile Phone Number: [REDACTED]

Communication Authorization I have fully read and understood the Communications Authorization explanation above.

International

Residency Yes

Residency India British Review I have fully read and understand this information.

IB Curriculum Yes

IB Curriculum Review I have fully read and understand this information.

Advanced Levels Curriculum No

International English First language No

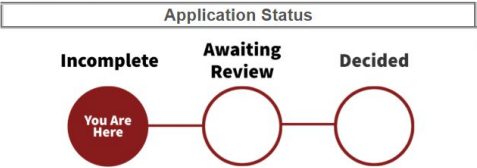
International English First language Review I have fully read and understand this information.

Massachusetts Residency

In state tuition No

Thank you for applying to UMass Amherst.

We are pleased you are interested in attending the university, and look forward to learning about your interests and accomplishments.



Recent Activities

Date	Details
09/02/2025	Application Fee Waiver Status We are awaiting confirmation of your eligibility for an application fee waiver. For more information click the link below under 'Application Fee or Application Fee Waiver' checklist.

Application Checklist

We cannot review your application until all required credentials are received.

Status	Details	Date
✗ Awaiting	Application Fee (Unable to waive)	
✗ Awaiting	English Language Proficiency	
✓ Received	High School Transcript	09/03/2025
✓ Received	Recommendation	09/03/2025

Thank you for applying to UMass Amherst.

We are pleased you are interested in attending the university, and look forward to learning about your interests and accomplishments.



Application Checklist

Your application is **complete**.

Status	Details	Date
✓ Received	High School Transcript	09/06/2025
✓ Received	Recommendation	09/03/2025

UMassAmherst

Admissions

Maggie Chen Brackenridge Logout

Test Brackenridge

2025 Freshman Early Admit: 115597179

I'M IN!

Congratulations, Test!!

Welcome to UMass Amherst!

Application Status

Incomplete

Awaiting Review

Decided

You Are Here

QUESTIONS? EMAIL US

ADMITTED STUDENTS EVENT PORTAL

COMPLETE YOUR DECISION FORM

LEARN MORE ABOUT RAPS

TAKE A CAMPUS TOUR

Status Update

An update to your application was last posted January 17, 2025.

Admission Decision

Application Checklist

We cannot review your application until all required credentials are received.

Payment Due: 500.00 USD

Nonrefundable Enrollment Deposit via

Mount Holyoke Timeline

Dashboard				Timeline		2024/FA FR RD Decided		Profile	Materials	Details	Modeling
New Interaction				04/17/2019		04/17/2024		Timeline			
2024 April								Interactions Campaigns			
04/16 09:28:28 AM		Login		Chrome		Zhengzhou, China					
04/16 09:28:02 AM		Email Link Clicked	There's still a few hours left to register for Academics 101 for International students! admission.mtholyoke.edu/register/2024_Acad101Intl			Chrome		China			
04/16 09:27:16 AM		Email Link Clicked	There's still a few hours left to register for Academics 101 for International students! dateful.com/time-zone-converter	Chrome		China					
04/16 09:25:55 AM		Email Opened (+1)	There's still a few hours left to register for Academics 101 for International students!	Chrome		China					
04/16 09:14:06 AM		Received Message	Re: About summer internship questions			Amy Markham					
04/15 12:34:30 PM		Sent Message	There's still a few hours left to register for Academics 101 for International students!								
04/15 11:28:04 AM		Ping (21m 39s)	www.mtholyoke.edu/academics/enhance-your-learning/study-abroad-a...	Chrome		Zhengzhou, China					
04/15 11:21:41 AM		Ping (+1, 4m 6s)	www.mtholyoke.edu/academics/international-learning/study-abroad	Chrome		Zhengzhou, China					
04/15 11:19:32 AM		Ping (13s)	admission.mtholyoke.edu/register/inforequest?_ga=2.157741695.471...	Chrome		Zhengzhou, China					
04/15 11:06:22 AM		Ping (2m 15s)	www.mtholyoke.edu/student-experience/campus-experience	Chrome		Zhengzhou, China					
04/15 11:05:44 AM		Ping (24s)	www.mtholyoke.edu/news/news-stories?topic%5B187%5D=187#news-resu...	Chrome		Zhengzhou, China					

Mount Holyoke Activity Tracking



Your Questions and Comments

