

# Universal College Application Notebook

## Introduction

Created in 2007, the Universal College Application (UCA), allows students and families to create a centralized college application with their demographic information, extracurricular activities, and grades.

## Unit 1: Universal College App Preparation

### Admission Options

Restrictive vs. non-restrictive application plans

# Universal College Application Notebook

## Early Decision Applicant

Factors to consider when applying as an Early Decision applicant

## Gathering the Required Documentation

Information to gather when completing the Universal College Application

## Unit 2: Universal College App Completion

### Universal College App Profile

The process students go through when completing the Universal College Application Profile.

### Completing the Universal College Application

The process students go through when completing a college application through the Universal College Application system.

### Assisting a Student with Completing the Universal College App

Student conversation: Assisting a Student with Completing the Universal College Application

## Unit 3: Supplemental Forms

### Counselor Forms

The additional information that counselors are asked to provide during the Universal College Application Recommender process.

### Recommendation Process

Stages of the Universal College Application recommendation process

## Unit 4: Universal College App Submission

### Submitting the Universal College App

The final review process

### Application Payments and Waivers

Common application fee waivers

## Unit 5: After the Universal College App

### Universal College App Follow-Up

Four steps to follow up with the Universal College Application

### Comparing Application Systems

How the Universal College Application's follow-up procedures differ from other college application systems.

## Unit 6: Engaging Students and Families...

### Common Student Errors

Two common student errors: failure to properly redeem and submit a College Board fee waiver; failure to involve parents in signing an Early Decision agreement

### Advising Students Scenario

Assisting a student with a Universal College Application fee waiver request

### Planning a Universal College Application Session

Universal College Application: frequently asked questions