

# Calling Your Admissions Representative at a College to Get Info

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Here is the script you need to call each target school (your final list of 8-10 schools).

- YOU need to make these calls, not a parent. MAKE THEM AS SOON AS YOU POSSIBLY CAN.
- Read the script over before calling. Call two schools you are less interested in first. TAKE NOTES.
- Try to get your rep on the phone before you launch into all of your questions. Ideally you want your rep to be answering these questions, not a student office worker, though that's better than nothing initially.
- Circle the questions you'd like to ask before you call. You will not need to ask all of these questions.
- If you are not comfortable asking all of the questions, you can ask some on the phone and then email the others--this is a great way to start up email correspondence with your rep. Emailing with your rep is a good way to learn about your school, get your questions answered, and show interest in the school.
- Are you scheduling a visit? Know your travel dates and the day you will be on their campus before you call.

Call the Office of Undergraduate Admissions on the main campus.

# \_\_\_\_\_

Could I speak with the admissions officer who is assigned to my region? OR: Could I speak with the person assigned to my last name? (You are trying to meet/talk to the person who will actually be reading your application)

What is his/her name (and how is that spelled?)

Does he/she have an email address I can use?

May I please schedule a campus tour?

## Once you have your actual rep on the phone:

May I attend any info sessions you offer? Do you offer interviews? If so, when and where? Could I schedule one?

Are you visiting my city? (If so), When and where will those visits be? Will you be at my school?

Are you coming to the College Fair?

When you are in town, could I meet with you for coffee to discuss if the school is a good fit for me?

Are there any tests that you prefer?

Do you recommend taking SAT Subject Tests? (Write down exactly what they say because the words they choose are critical.) How many? If so, which ones?

What is the last test date you will accept for tests?

What would you say are your strongest 5 programs?

I'm really interested in the \_\_\_\_\_ program; is there any info I can request?

Can I meet/talk with/email with a professor in the \_\_\_\_\_  
Department to get more info?

Would it be possible to meet/talk with/email a student who is a major in the  
\_\_\_\_\_ Department?

How do you calculate GPA? Using all 4 years? All subjects or only core? Do you weight AP's? Which GPA would you like me to report (weighted/unweighted)?

When is your new application available? Do you know the essay question prompts?

Do you offer your own application? (as opposed to the Common App)

Is it alright to submit supplemental letters of recommendation? Is there a limit?

Am I admitted to the school and then to my major, or is it possible that declaring a certain major on my application might mean that I don't get into the school at all?

If I apply Early Decision or Early Action and am not accepted, do you roll my application into the regular pool?

**Thank them for their time, and ask which address is best to contact them.  
Send a thank you note or thank you email - the same day.**