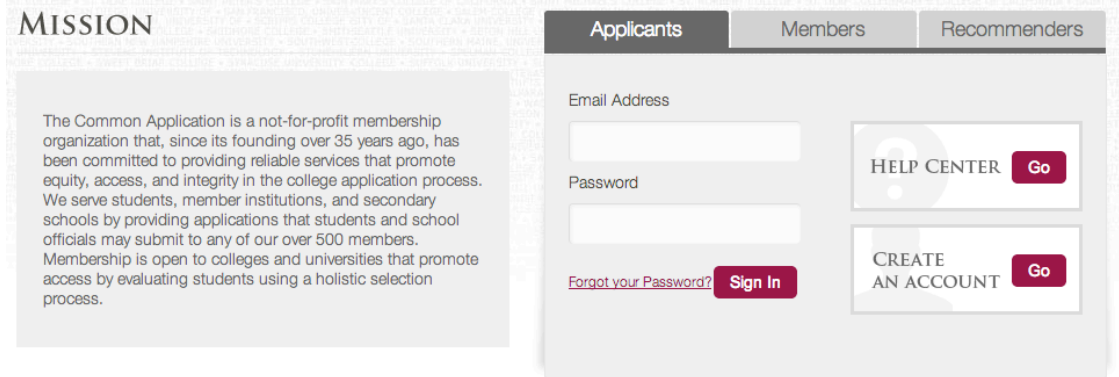




A guide for completing the Common Application and DecisionDesk Profile for the School of Music, Theatre & Dance

How to Begin the Common Application

Step 1: Go to www.commonapp.org



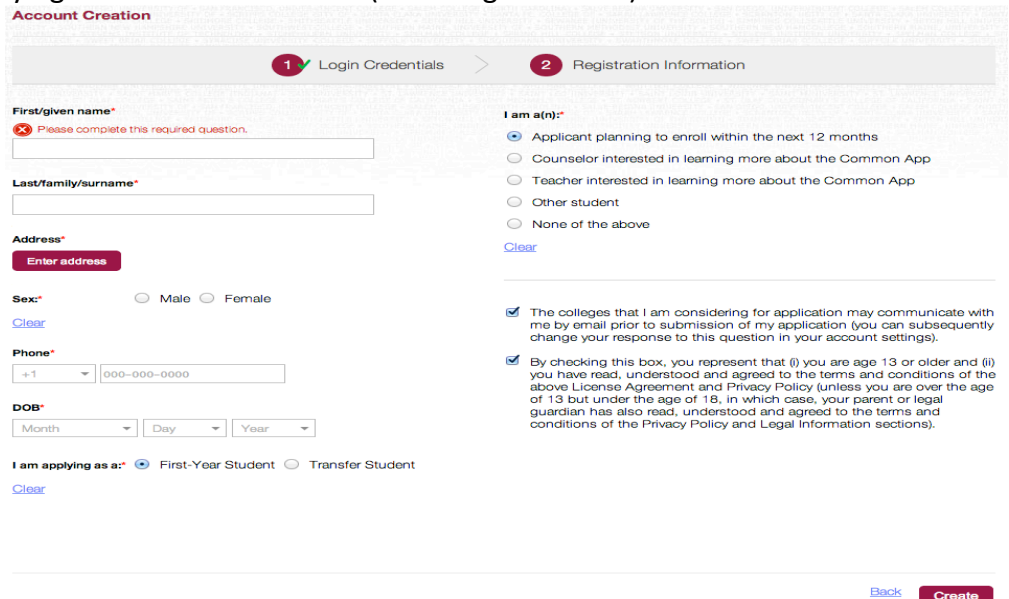
If you are already enrolled at the University of Michigan, you will need to fill out the Cross Campus Transfer application (<http://www.admissions.umich.edu/crosscampus/>).

SEARCH FOR COLLEGES

Search bar with text "Type college name here" and a "Search" button.

Step 2: Login!

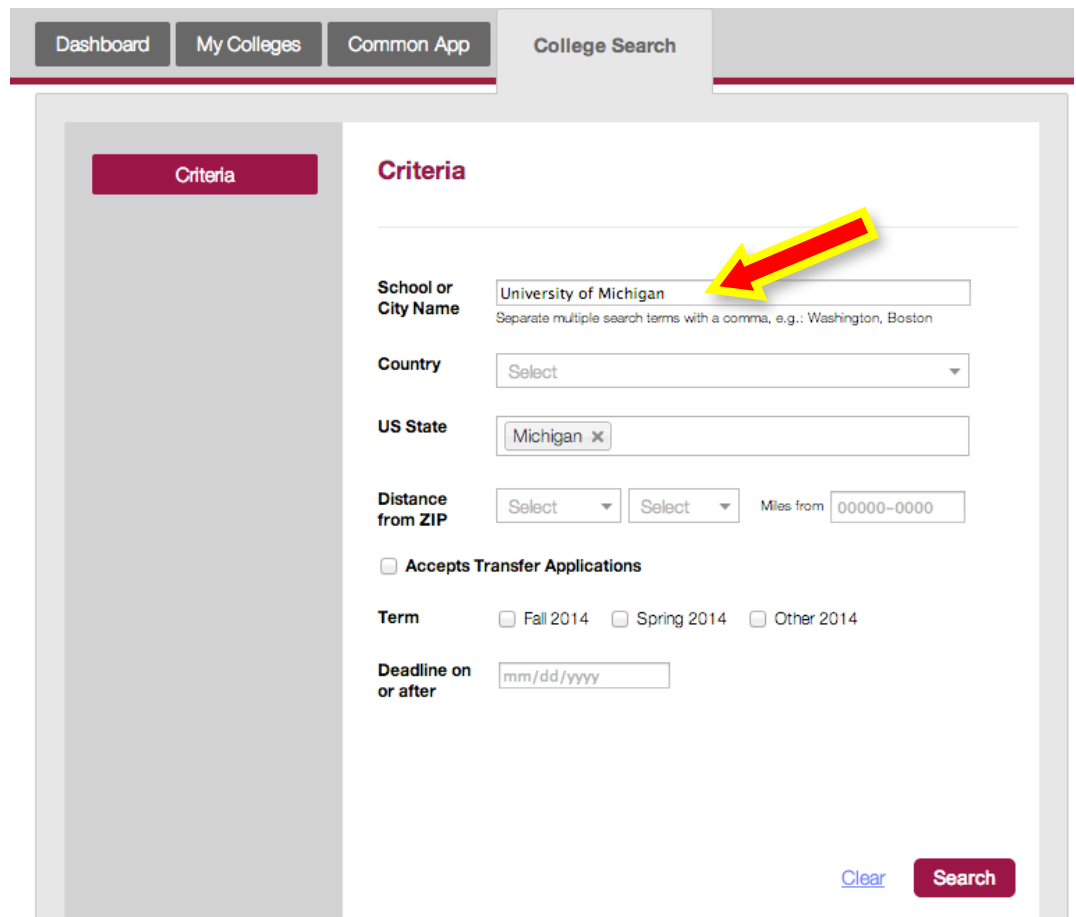
First time users need to register for a new account by clicking the “Create An Account” link. You will be directed to a Registration page, which prompts you for your account information. This is also where you indicate whether you are applying as a First-Year student (incoming freshman) or a Transfer student.



Selecting the University of Michigan

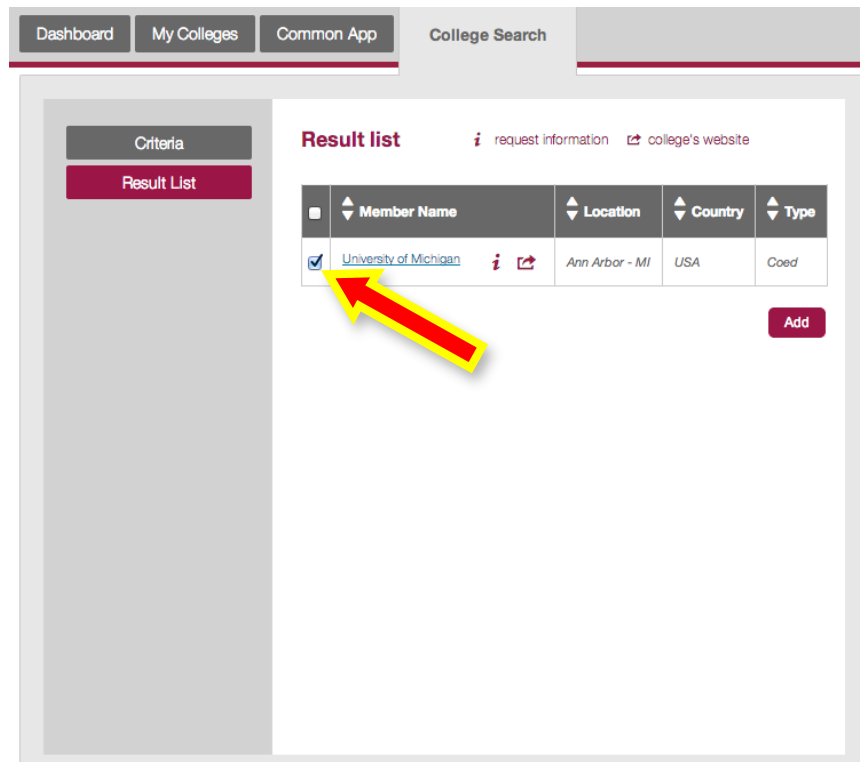
Step 1: After you've logged in, add the University of Michigan to your "My Colleges" list.

Simply search for the school by name and Click "Search"



The screenshot shows the 'College Search' interface. At the top, there are navigation tabs: 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. Below the tabs is a sidebar with a 'Criteria' button. The main area is titled 'Criteria' and contains several search filters: 'School or City Name' (text input with 'University of Michigan' and a red arrow pointing to it), 'Country' (dropdown menu), 'US State' (text input with 'Michigan'), 'Distance from ZIP' (two dropdown menus and a 'Miles from' text input), 'Accepts Transfer Applications' (checkbox), 'Term' (radio buttons for 'Fall 2014', 'Spring 2014', and 'Other 2014'), and 'Deadline on or after' (text input). At the bottom right, there are 'Clear' and 'Search' buttons.

Step 2: Select the checkbox for University of Michigan and Click "Add"



The screenshot shows the 'College Search' interface after a search. The 'Criteria' sidebar is on the left, and the 'Result list' is on the right. The 'Result list' has a table with columns: 'Member Name', 'Location', 'Country', and 'Type'. The first row is 'University of Michigan' with a checked checkbox, 'Ann Arbor - MI', 'USA', and 'Coed'. A red arrow points to the checkbox. Above the table are links for 'request information' and 'college's website'. Below the table is an 'Add' button.

Member Name	Location	Country	Type
<input checked="" type="checkbox"/> University of Michigan	Ann Arbor - MI	USA	Coed

Result: The University of Michigan is now added to your list of colleges on the home screen.

You may now begin filling out your application!

Completing Your Application

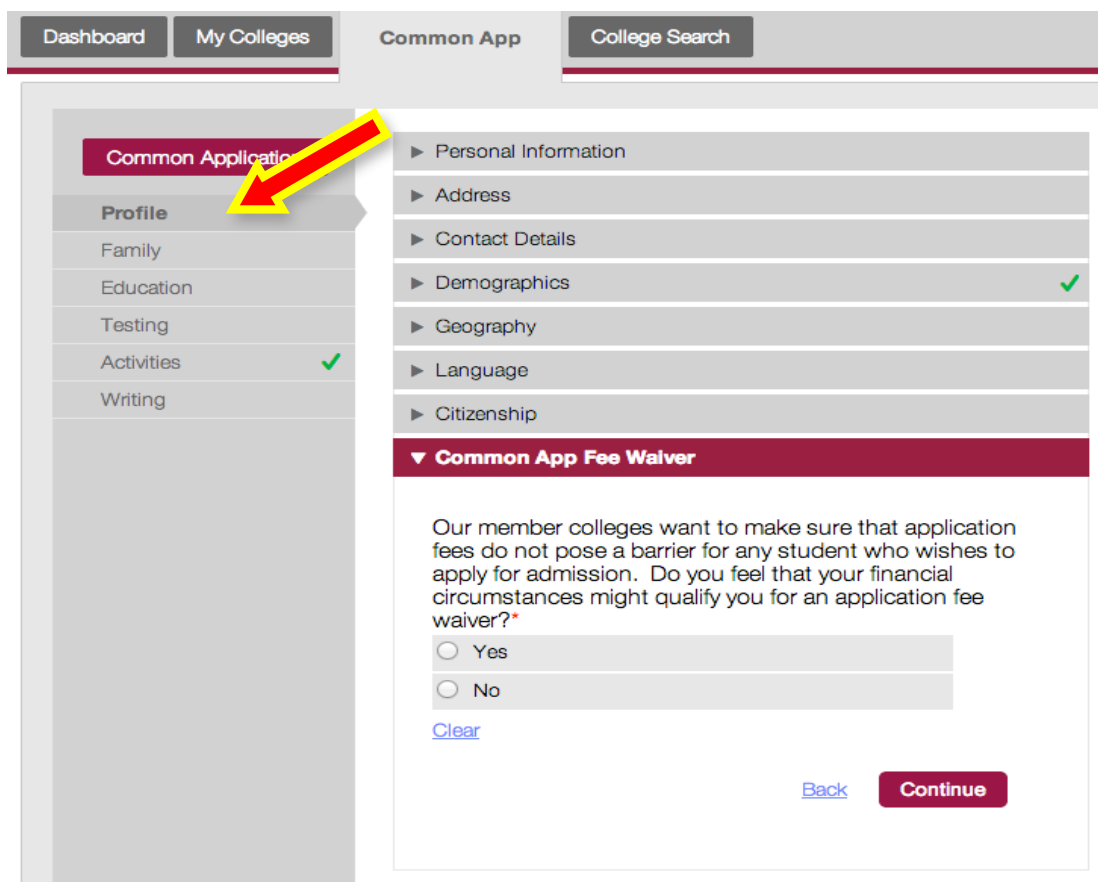
School of Music, Theatre & Dance (SMTD) applicants must submit each of the following components to complete the application process:

- 1) The Common Application, which is divided into three sections:
 - i. Information common to all the schools to which you are applying
 - ii. University of Michigan specific questions
 - iii. Guidance counselor & academic teacher recommendations
- 2) The Writing Supplement, also part of the Common Application, which contains the two required essays for the University of Michigan.
- 3) Your DecisionDesk Profile (music.umich.edu/upload), which is where you submit your artistic materials.

Note: This is **not** the “art supplement” referenced on the Common Application.

The Common Application Portion

The Common Application section includes questions about you and your family, educational background, standardized testing, extracurricular activities, and two Common Application essays.



The screenshot shows the 'Common App' section of the application process. The navigation bar at the top includes 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. The 'Common App' section is expanded, showing a list of sections: 'Common Application' (highlighted with a red arrow), 'Profile', 'Family', 'Education', 'Testing', 'Activities' (with a green checkmark), and 'Writing'. The 'Common App Fee Waiver' section is also visible, containing a question about financial circumstances and radio buttons for 'Yes' and 'No'.

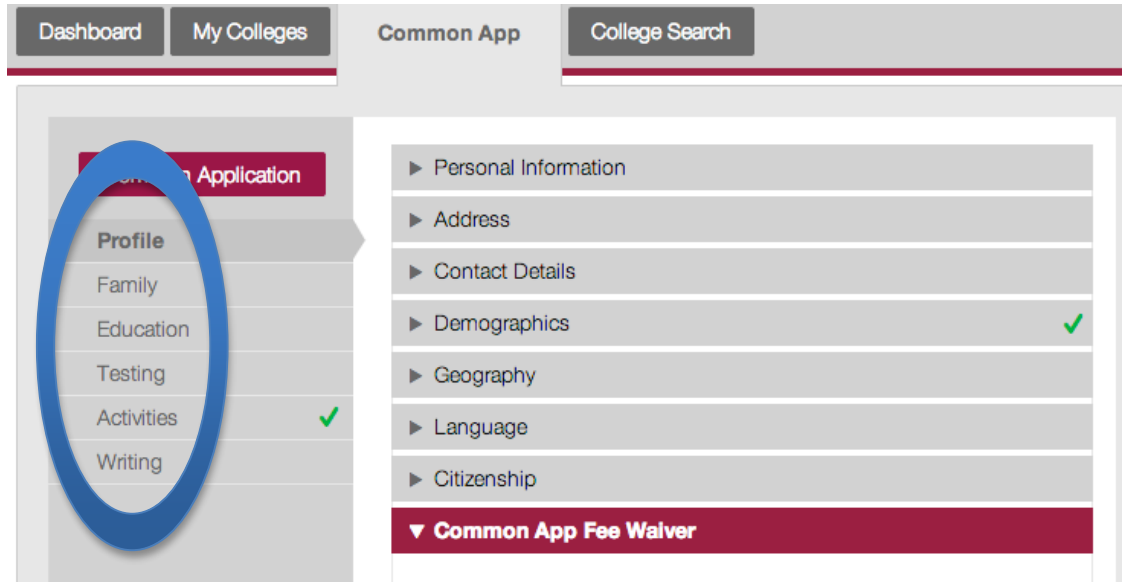
Note: Make sure you submit your official test scores & transcripts directly to the University of Michigan Office of Undergraduate Admissions (<http://u-mich.me/18X0cBl>).

515 E Jefferson St.
1220 SAB
Ann Arbor, MI
48109-2085

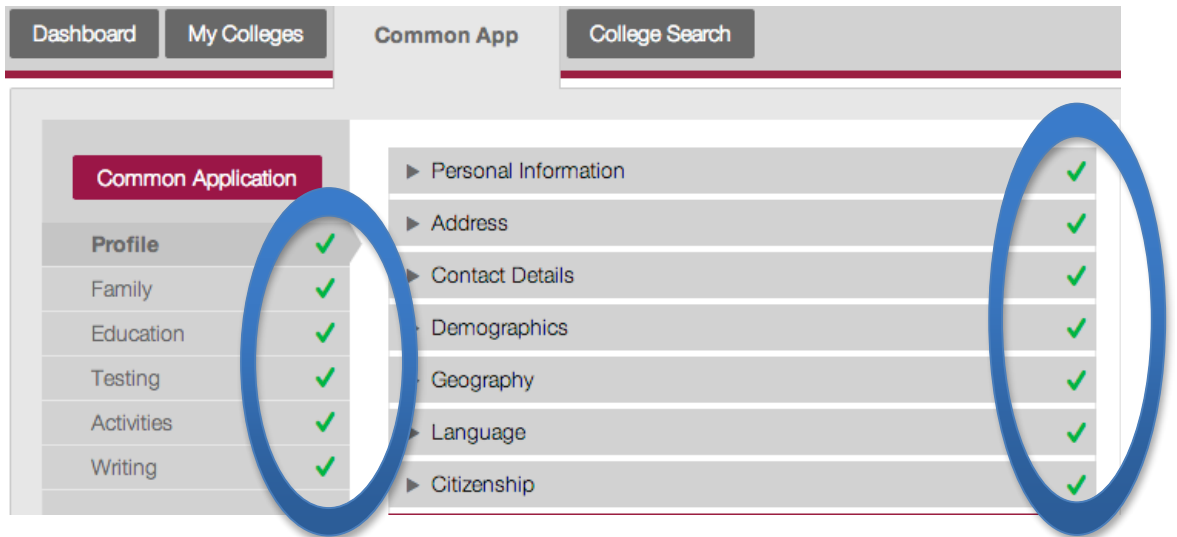
Note:

When completing the application, be sure to fill out all drop-down menus and all tabs within the application.

All required questions are marked with a red asterisk (*).



You'll know that you have completed all of the required questions when you see green checkmarks for each section.



University of Michigan Questions

Questions specific to University of Michigan are found in the section labeled “Member Questions.”

Step 1: Click on the “Member Questions” link shown below.

Note:

Be sure to complete these questions in order. Later sections are driven by your responses to the earlier questions.

The screenshot shows a dashboard with tabs for 'Dashboard', 'My Colleges', 'Common App', and 'College Search'. Under 'My Colleges (1)', the 'University of Michigan' entry is shown with a deadline of '2/1/2014'. Below this, the 'Fall 2014 (September - December), RD' section is expanded to show a list of tasks: 'Common Application' (Ready), 'Member Questions' (Incomplete), and 'Assign Recommenders' (Incomplete). A red arrow points to the 'Member Questions' status. Below this, the 'Writing Supplement' section is also shown as 'Incomplete'.

Step 2:
Start term

The majority of programs offered by the School of Music, Theatre & Dance begin in the Fall term. A few programs will offer Winter admission. Contact the SMTD Office of Admissions for Winter term availability.

The screenshot shows the 'My Colleges' dashboard for the University of Michigan. The 'General' section is expanded, showing three dropdown menus: 'Preferred start term*' (set to 'Fall 2014 (September - December)'), 'Preferred admission plan*' (set to 'Regular Decision'), and 'Preferred residence during your first year*' (set to 'Yes, on-campus'). Below these are radio buttons for 'Do you intend to pursue need-based financial aid?' with options 'Yes' and 'No'. A 'Clear' link is at the bottom.

Step 3: Admissions plan

For students applying only to the SMTD, choose Regular Decision; early action is not offered for SMTD programs.

Select “Early Action” only if you are interested in applying to both the SMTD **and** the College of Literature, Science & the Arts (LSA) or the College of Engineering.

The screenshot shows the 'My Colleges' section for the University of Michigan. Under the 'Questions' tab, there are options for 'Assign Recommenders', 'Submission - Common App', 'Writing Supplement', and 'Submission - Writing Supplement'. The 'General' section is expanded, showing 'Preferred start term' set to 'Fall 2014 (September - December)'. The 'Preferred admission plan' is a required question with a red error message: 'Please complete this required question.' The dropdown menu is open, showing 'Early Action' and 'Regular Decision'. A red arrow points to the 'Regular Decision' option.

The SMTD application deadline is December 1. The application deadline for Dual degree Early Action is November 1.

Step 4: Art Supplement

The Common Application “Art Supplement” only applies to School of Art & Design and Interarts applicants. School of Music, Theatre & Dance applicants must answer “No” to this question and visit music.umich.edu/upload to create their DecisionDesk Profile.

The question is: "Do you intend to submit an art supplement so that your special talent in one or more of the arts will be considered as part of the admission process to University of Michigan?" There is a red asterisk below the question. Below the question are two radio button options: "Yes" and "No". The "No" option is selected, indicated by a black 'X' and a red arrow pointing to it. Below the options is a "Clear" link.

Step 5: Select Your Program

1. Select SMTD Dual Applicant only if you are applying to both SMTD **and** LSA or Engineering.

Note: You do not need to apply as a Dual Applicant to be eligible to take academic classes. If admitted, SMTD admissions comes with admission to U-M. Apply as a Dual Applicant if you want to major in an academic field, in addition to a SMTD major.

2. On rare occasions, applicants do apply for more than one program within the School of Music, Theatre & Dance. Although you are required to complete both “Program of Study” questions, most applicants will select “No Second Program of Study.”

▶ General ✔

▼ **Academics**

U-M College or School to which you are applying*

School of Music, Theatre & Dance x ▼

Program of Study*

Bassoon Performance x ▼

Instrument/Concentration*

Bassoon x ▼

Second Program of Study (Select a second program ONLY if you intend to apply for two programs and your resume indicates the highest level of achievement in both programs.)*

No Second Program of Study x ▼

Preferred Admission*

Not applying for Preferred Admission x ▼

[Back](#) Continue

3. School of Music, Theatre & Dance applicants being considered for LSA may also request consideration for preferred admission to Stephen M. Ross School of Business. The majority of SMTD applicants do not apply for Preferred Admission.

Step 6:

Assign Recommenders

School of Music, Theatre & Dance applicants are required to submit three recommendation letters:

Invite via Common Application

1. Guidance Counselor
2. Academic Teacher

Invite via DecisionDesk

3. Arts-Related Teacher

Arts-Related Recommendation Letters

*Do **NOT** invite your arts-related recommender via the Common Application.

Rather, invite your arts-related recommender(s) when you create your DecisionDesk Profile (music.umich.edu/upload).

Your music or arts-related recommender will receive an email invitation from DecisionDesk.

As an alternative to submitting recommendation letters through DecisionDesk, Arts-related recommenders may also submit their recommendation letters directly to the School of Music, Theatre & Dance. For faster processing, have your music or arts-related teacher include your full name and UMID on the recommendation and send the recommendation directly to the School of Music, Theatre & Dance.

Via Email: smt.d.credentials@umich.edu

Or hard copy: School of Music, Theatre & Dance
Office of Admissions and Student Services
University of Michigan
2290 Moore Bldg
1100 Baits Dr
Ann Arbor, MI 48109-2085

Step 7:

Submitting the Common Application

Make sure to check and repair any errors, and be sure to submit the Common Application, Writing Supplement and your DecisionDesk Profile. You will receive confirmation emails from the Office of Undergraduate Admissions confirming receipt of your Common Application and from DecisionDesk following your submissions. After all your hard work, we certainly look forward to receiving your materials!

University of Michigan

Questions

Assign Recommenders

Submission - Common App

Submission - Writing Supplement

Submission - Writing Supplement

[Manage Recommenders](#)

- **FERPA Release Authorization**
You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf. [release authorization](#)
- **Counselor**
You must invite a school Counselor who will complete the School Report and other forms for you.
[Invite Counselor](#)
- **Teacher**
Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must first invite a Teacher using the 'Invite Teacher' link before you can assign them for this college.
Required: 1 Allowed: 4
[Invite Teacher](#)
- ✓ **Other Recommender**
Please select and assign the Other Recommender(s) below whose recommendation(s) will be submitted to this college on your behalf. You must first invite an Other Recommender using the 'Invite Other Recommender' link before you can assign them for this college.
Recommender types accepted: Arts Teacher, Clergy, Coach, College Access Counselor, Employer, Family Member, Peer, Other
Required: 0 Allowed: 2
[Add Another](#)

Go Blue!