

EMMA WILLARD SCHOOL

Application Procedures

How to apply:

1. **Complete the application form**
 - a. Student should answer all questions completely. Please print clearly in pen, or type.
 - b. Give teacher recommendation forms to your current English teacher, math teacher, and one other teacher of your choice, or guidance counselor with a stamped envelope addressed to the Director of Enrollment, Emma Willard School.
 - c. Have a parent or guardian sign the application form.
 - d. Enclose the \$50 (U.S.) application fee.
 - e. Ask your school office to send a transcript with the Transcript Release Request.
 - f. Arrange for an interview by calling the Admissions Office at 518-833-1320.

2. **Take the upper level of the SSAT** (Secondary School Admission Test). If you have not taken this required exam, register to do so, preferably in November, December, or January. Test dates are available in selected areas during the summer. The exam is given nationwide and in many foreign countries. Entering post-graduate students are not required to take the SSAT, but they must submit their PSAT or SAT scores. Students living in a foreign country whose first language is English need to take the SSAT. Information about the SSAT test centers and online registration is available at www.ssat.org.
 - A score of 500 or better on *all* sections of an SAT examination will be accepted in lieu of the SSAT requirement.
 - Students for whom English is a second language need not take the SSAT, but must take the TOEFL examination. Information regarding the TOEFL exam is available at www.toefl.org.

3. **Plan a visit to the campus.**

You may choose to visit before you have submitted an application. An interview is required, so call or write the Admissions Office for an appointment. Expect to spend three hours on campus. We will schedule a campus tour, a class visit, lunch, and an interview. For directions to campus and information about overnight accommodations, please visit our Web site at www.emmawillard.org/about/visiting.

The Admissions Committee weighs and considers:

- the application and personal essay
- involvement in activities outside class
- the candidate's academic record
- recommendations from the current English and math teachers, and a third teacher, guidance counselor, or principal of the student's choice
- standardized test results
- the candidate's interview
- the parent statement

When to apply:

- Regular Decision:**

Applications and financial aid forms should be submitted by *February 1*. Admissions decisions will be mailed to students on *March 10*. We require notification of your decision by *April 10*. Later applications will be accepted by the admissions committee as long as space is available. Decisions will be made as soon as possible after the application is complete.

- Mid-Year Enrollment Option:**

Applications are due by December 15; after that, applications will be accepted on a space-available basis.