

Memo To: Our High School Colleagues
From: The Saint Michael's College Admission Office
Re: Submitting School Reports, Transcripts and Letters
Date: September 14, 2012

We want to make your life as easy as possible – especially when it comes to submitting the various forms on behalf of your students who are applying to **Saint Michael's College**. We know that technology has made our lives easier in many ways but we are also painfully aware that it has likewise made some things *more* complicated. We hope this letter will help you navigate the process with a little more clarity and a lot less frustration.

Although we were a **Common Application Exclusive User** for many years, we now have an application called **The Standout Student Application**, so we are no longer Common App Exclusive. We consider both applications equally with neither providing an advantage over the other and ask that students submit *one of the two* - not both. We are thankful that many of you submit student materials through the Common Application so we can readily download those documents every weekday during the application process. However, if your student applied to Saint Michael's College using the **Standout Student Application**, we are unable to retrieve those documents from the CA website since the student did not submit the Common Application to Saint Michael's. There are a few ways that you can still submit documents to us online for students who apply with the Standout Student Application:

1. The student can submit the Saint Michael's College **supplement only** online (a simple two-page form) through the Common Application. This will allow us to access your documents through the CA website.
- OR -
2. Standout Student applicants may send you a link to **Docufide/Parchment** or **SendEdu**. Either of those methods is acceptable to us. Neither system should cost you or your students anything but your time (which we know is valuable).

If you are having trouble submitting the documents through any of the platforms we also still accept hard copies through the mail or via fax, but of course prefer electronic submission. Please feel free to contact this office at 800.SMC.8000 with any questions. Thank you for your patience and we look forward to working with you to make this process as simple as possible!